



# INTERNSHIP GUIDE

■ Everything you've ever wanted to know about getting hired for your dream internship.

Before you put your hands on this handbook, we would like to congratulate you for winning this starter kit and we hope that this helps you in finding your dream internship :)

We have created this starter kit keeping in mind the tons of questions we get every day from the student community and we couldn't be more excited to share this with you.

The kit will give you a walkthrough of Internshala and we hope that you get the relevant insights about creating a perfect application, the tips and tricks to keep in mind while building your resume, writing a good cover letter, and a few tips to ace your final interview.

Happy Learning :)  
Team Internshala

# **Let's get started**

Here's what we'll cover-

## **Introduction**

- How to land your dream internship this summer
- Walkthrough of the Internshala platform

## **Making your first application**

- Filling the relevant details
- Creating a good resume
- A step by step guide

## **Acing the interview round**

- Telephonic interview
- Interview etiquette
- Preparing for the HR questions

# Introduction

Here's what we'll cover-

## **How to score your dream internship**

Even though unemployment has reached a record high due to business closures & social distancing measures, you can still snag an internship if you know how to adapt & get creative! Below are the tips that can help you.

### **1. Go for work from home internships:**

During the pandemic a large percentage of employers have moved to virtual internship program which has opened up opportunities for you to work from home. Look for employers who are hiring virtual interns and start applying to those internships.

## **2. Broaden your prospects:**

As you start to make any type of career plan, it is helpful to be focused yet flexible. The pandemic demonstrates how quickly even the best plans can change. Expand your thinking and the types of roles or industries you are applying to.

## **3. Build basic career-ready skills:**

Ultimately, employers will value what skills you can bring to them. So if you are having difficulty finding a formal internship or a part-time job, use the time to identify and build new skills. The top skills employers seek on resumes, such as *verbal and written communication, and problem solving*, are skills you can build at home right now.

# Walkthrough of the Internshala platform

- ☛ Login on Internshala if you are an existing user. New users can get started by clicking on Register > As a student.
- ☛ Fill in the registration form. It contains 4 fields - email, password, first name, and last name. You can sign up with Google as well.
- ☛ After this, make sure you verify your email address.

# Making your first application

## Filling the relevant details

- After you verify your email address, you'll be asked for your personal details and your internship preferences.
- These details will help us suggest the type of internships you are looking for.
- To help you understand the process better, have a look at this video -  
<https://www.youtube.com/watch?v=X0VLpxDvSU>
- While answering the application questions, always try to give a detailed answer to the questions asked.

- You can write about what excites you about the internship, what soft skills you have, and mention any past personal or college related projects you have worked on.
- It's also important to ensure that your answers are grammatically correct. You can use tools like Grammarly.

### \*Extra Read -

[https://blog.internshala.com/2016/10 /most-common-grammatical mistakes-students-make-while applying-for-an-internship/](https://blog.internshala.com/2016/10 /most-common-grammatical-mistakes-students-make-while-applying-for-an-internship/)

---

# Creating a good Resume

In the above video, we saw how by filling in the relevant details, your resume gets ready in a few minutes on Internshala.

But how are you going to decide which details you should add in your resume? Well, do not worry! Our next video is here to help you out - [http://bit.ly/is\\_goodresume](http://bit.ly/is_goodresume)

## \*Extra Read -

<https://blog.internshala.com/2014/06 /resume-blunders-absolutely-avoid/>

---

# **Step by step guide**

Now that you know what makes a great resume, it is time to make one for yourself. Either, you can download and use any of the templates below or make one on Internshala as explained in this video  
-<http://bit.ly/is-create resume>

# Acing the interview round

## Telephonic Interview

- Make sure that you do thorough research about the company. Be clear about your role and then go for the interview.
- Have a look at this video to get ready for the telephonic interview -  
<http://bit.ly/is-telephonic-interview>

## Interview Etiquette

Engage - Don't just give 'Yes/No' answers to leading questions. For example when asked 'Can you write well?' - don't just say 'Yes'. Talk about various kinds of topics that you have written on.

- Listen - Let the interviewer complete his/her sentence or question. Don't cut in.
- Understand and think - before you speak. It is OK to take time before you answer. Just say 'May I take a moment before I answer this?' whenever you want to pause a little before answering.
- Ask - whenever a question is not clear to you or if you could not hear it properly the first time.
- Be honest - If you don't know the answer to a question, say so ('I am sorry, I do not know the answer to that.').
- Don't whine or complain - about a professor, or a team member, or your previous work experience/internship.

- Show interest - when given an opportunity, ask questions to the interviewer about the company or the role.
- After the interview gets over, if you get an opportunity, write a thank you email and ask for feedback (sample email below).

*Dear sir,*

*I would like to thank you for giving me a  
opportunity to interview with your company.  
It was a great experience for me.*

*Please do let me know if you have some  
feedback on my performance during the  
interview and what I could have done better.*

*Thank you once again and I look forward to  
hearing from you.*

*Warm regards,*

*Rahul Rana*

*4th year Computer Science Student IIT Madras  
+91 - 12345678890*

# Preparing for the HR questions

We have compiled the top **5 most common questions** that you may face in an HR round with sample answers.

## 1. Tell me about yourself.

Understand why this question is asked - Meant to be an ice-breaker for you and the interviewer to settle in and get comfortable with each other. It also allows the interviewer to judge how nervous you are and a confident answer can be a great start and half the battle won.

How to answer - Start off with a brief intro, quickly move over to your career interests (and why), and a bit of info on your hobbies and interests.

## **2. Why do you want to join our organization and not this other company (say X)?**

Understand why this question is asked -

To understand how much research about the company you have done before the interview and if there is a genuine fit between what organization does and offers to its employees and what you want.

**How to answer** - Be specific. Mention things that you know about the organization which you find exciting. There could be different things about an organization (size, customer loyalty, it being innovation-friendly, work culture, team, maybe it offers support for higher studies, etc.) that one may find interesting and offer that as a reason.

### **3. What are your strengths?**

Understand why this question is asked - To know you better, to understand if you are self-aware of what you are good at. Also to assess your fit with the role.

**How to answer** - During your introspection before the interview, you may have identified a few things that you are good at (say programming or leading teams) or a few positive behaviour traits (good attention to details), etc. You can mention all of them or pick 2-3 that are most relevant to the organization. Always support your claims with real examples from your life.

## 4. What are your weaknesses?

Understand why this question is asked - We don't think this question can/should ever be asked to assess whether you are a good fit for the role because no candidate in his/her right mind would tell an interviewer about a weakness that will jeopardise his/her chances of getting the internship (such as 'I often beat people up in my fit of rage'). However, this question can be used to assess how self-aware you are about yourself.

**How to answer** - Pick a relatively safe weakness that would not hamper your chances of getting the internship. Also, offer what you are doing to correct that weakness now that you have realized that you have a weakness.

## 5. What are your expectations from this internship?

Understand why this question is asked - To assess whether there is a good match between the role and your expectations. Also to assess whether you have understood the role in detail or not. Because if there is a gap between the profile and your expectations, it is unlikely that you would stay for long.

**How to answer** - There must be some reason why you have applied for that particular role and you must have some expectations in return - state those. Ask yourself, what do you hope to learn or get out of that role?

Getting an internship is not as hard as you might think. We understand that beginnings matter and in our recent campaign, '#SummerWithInternshala', you can apply to internships that do not require experience or skills!

Simply choose what kind of internships you want to go for and with the steps we have discussed above, you can easily find your dream internship!

So, go ahead and make your best application :)

