

Internship : First Step towards a Great Career





WHAT IS AN INTERNSHIP?

An internship is a **professional learning experience** that offers meaningful, **practical work** related to a **student's field of study** or **career interest**.

Typically, interns will work for a **number of months**. Internships **can be done in a range of sectors**, including sales, marketing, engineering, graphic design, management, I.T. and many, many more.



IS IT IMPORTANT? YES, because...

1) Gain valuable work experience

- The hands-on work experience interns receive is invaluable and cannot be obtained in a classroom setting, making this one of the most important **benefits of internships**.
- It shows **proactivity** and **dedication** to bettering your career prospects

2) Helps you figure out your interests and career path

- Some students begin college with a **major or career path in mind**, and **end up changing** their minds later on.
- You might think you know the career you want, but **you won't know** it is the right fit until **you gain professional experience**.



IS IT IMPORTANT? (contd...)

3) Give yourself an edge in the job market

- Internship experience makes a college grad more marketable as they usually **require less training, can handle more responsibilities**, have **better work habits**, possess **excellent soft skills**, and have **higher** technical and industry **skills**

4) Development of Skills

- Internships allow you to **problem solve, manage time**, show that you can **work in a team**, and learn **communicating**
- **Ask questions, observe, and take risks** to get the most out of your internship training experience.
- You can learn a lot about **your strengths** and **weaknesses** during an internship.



IS IT IMPORTANT? (contd...)

5) Networking

- Internships allow you to network with both **new** and **seasoned** professionals within your industry that can be **very beneficial** for your future career.
- The professionals you encounter during an internship **can be** your **future colleagues** or **the connection to your first job**.

6) Allows you to potentially gain more internship opportunities

- Your **previous internship** might ask you **to return** for another internship, or you can use **your experience** to **highlight your qualifications** in your resume, cover letter and any additional internship interviews.



IS IT IMPORTANT? (contd...)

7) Gain confidence

- An internship can be a **real confidence builder** for a student. Being successful in the real world can **inspire a student to work harder at school**, and be **more willing to take on challenges** or be **outside of his/her comfort zone**.

8) Transition into a job

- In some cases, a company may **decide to hire an intern** at the end of the assignment. Even if a job offer doesn't happen right away, an intern who makes a favorable impression **could receive an offer** down the line when an opening occurs.



IS IT IMPORTANT? (contd...)

9) Allows you to get paid (optional)



Debate : unpaid vs paid

Whatever you decide to do,
it's your choice. **Just be aware
of your rights and objectives**

WHAT TO DO?

Before

- **CV, Cover letter and LinkedIn**
- **Find the vacancy** in job portals and LinkedIn
- **Research** company, industry, job desc, interests, etc
- **Ask** seniors or friends
- Prepare **Interview**
- **Set Your Internship Goals**

During

- **Increase your curiosity, be initiative and ask questions.**
- **Appearance & attitude** (polite, friendly, active)
- **Ask for feedback** from spv/ mentor
- Do your best & Networking

After

- **Self Evaluation**
- **Keep in touch**
- **Explore more**



CV

1. **Profile / personal statement**
2. **Education**
3. **Work experience / internship**
4. **Organizational experience**
5. **Achievement**
6. **Skills**

ex : Create marketing materials and publicize events through social media. Increased attendance at several club programs by 75%

Some tips to keep in mind as you write your CV:

1. Use the STAR format — situation, task, action and result — in your work experience bullet points
2. Quantify your impact whenever possible
3. List your key wins and accomplishments, not just your day-to-day tasks
4. Highlight meaningful extracurriculars & awards
5. Emphasize skills & responsibilities found in the job description
6. Keep it clean, concise & easy-to-read

COVER LETTER

cover letters shouldn't just list what's on your resume — they should persuade whoever is reading the letter that you are uniquely right for the job.

1. Start with a unique opening line — anecdotes, quotes and fun facts are all good options
2. Do some research into the company, and mention a few things you've learned about it throughout the letter to showcase your knowledge of and passion for the organization
3. Explain how your previous work experience has prepared you for this role
4. Share a few ideas about how you would contribute to the company if hired
5. Customize your cover letter for each new job that you apply to

LINKEDIN

Many recruiters use social media to research candidates — some may even require a link to your social media profiles esp LinkedIn

1. Build your connections to at least 500, to boost your LinkedIn search ranking
2. Connect with executive recruiters in your field and hiring decision makers at your target companies
3. Be Active! Share, and Engage With Others
4. Choose a professional headshot for your profile picture
5. Add relevant work experience as applicable
6. Keep it appropriate

INTERVIEW

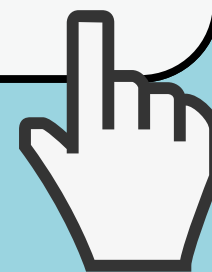
make sure to look up some basic information on the company. You can also use this information to come up with a few questions of your own

1. Get specific: when responding to a question, share specific ideas, examples and anecdotes.
2. Think positive
3. Ask for time if necessary: When faced with a tough interview question, sometimes your mind just goes blank. That's okay — say “That's a good question, let me think about it for a second,” and take a few moments to gather your thoughts.
4. Be yourself: often get caught up thinking about what interviewers want to hear, but if you just tell somebody what you think you should, you risk coming off as artificial or maybe even ending up at an internship that isn't right for you.
5. Use STAR method

HOW TO FIND AN INTERNSHIP?



- Visit Job Sites
- Use Your College's Career Resources
- Leverage Your Network
- Contact Companies Directly



HOW TO FIND THE RIGHT ONE?

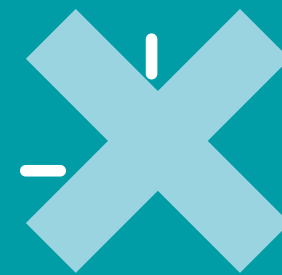
- **Think about your degree**
- **Consider your experience**
- **Know yourself** : strength, interests, topics -> self reflection, online course, ask your friend, career test
- **Identify your skills**
- **Start small**



WHAT ABOUT THE INTERNSHIP STIGMA?



monotonous tasks (even no work) example : photocopy documents, making coffee, etc.





 @cicil.co.id
@cicilambassador

 cicil.co.id

 @cicilcoid

 cicil.co.id