

CAREER DEVELOPMENT CENTRE FINDING AN INTERNSHIP

HOW WE CAN HELP

UNIVERSITY OF
LOOKING
TO THE
FUTURE
WESTMINSTER[®]

DID YOU KNOW?

'IN 2008, ERNST AND YOUNG OFFERED GRADUATE JOBS TO 70% OF THEIR INTERNS.'

RACHEL SHEPHERD, 2009, prospects.ac.uk

HOW DO I FIND AN INTERNSHIP?

Undertaking an internship or a work experience placement can be of tremendous help to you in securing a job after graduation.

Internships and work experience can:

- Provide you with a wide range of skills to add to your CV
- Help you develop useful contacts and networking opportunities
- Provide you with the opportunity to find out what kind of job you would really like to do in the future.

In many instances, students who undertake work experience and internship placements with an employer have gone on to secure graduate jobs with that organisation.

How can the Career Development Centre help you?

- We advertise work experience and internship vacancies on our website
- Our information room contains the latest information resources, some specifically concerning internships
- Our Careers Consultants can offer you expert advice about the sources of internship vacancies and help you throughout the application process
- We offer services such as mock interviews and CV checks to ensure that your application is as strong as possible.

How do I find an internship?

We advertise work experience and internship vacancies on our website: westminster.ac.uk/careers

Just click on the flashing 'Click here for Vacancies and Events' icon to access the vacancy and events system.

You can also find a list of other organisations and websites that list internship vacancies on our site at: www.wmin.ac.uk/page-7287

DID YOU KNOW?

'IT HAS BEEN ESTIMATED THAT AS MANY AS 70% OF JOBS ARE 'HIDDEN' I.E. NOT ADVERTISED PUBLICLY.'

careers4graduates.org, 2011

Need help with the selection process?

Our website contains a lot of really important information on:

- How to write an effective CV and covering letter
- Tips for success at interviews and selection events
- Researching the role and the sector

Other top tips

- Many companies do not advertise their internships widely; keep checking the websites of companies that interest you
- Some companies may not advertise at all, so you could try using speculative applications
- Make use of friends and family. Networking can be important in securing that dream internship.

When should I start looking?

If you are interested in completing an undergraduate placement year with a large blue-chip organisation, start looking early! Many of these will be advertised in the first term of your second year. Some summer placements will also open for applications in the autumn, with others taking applications in the spring. Websites such as milkround.com will give you lists of forthcoming deadlines.

Some less formal placements will be offered all year round so keep an eye on our vacancy listings.

How do I get help with my application?

Quick Query sessions

Internship programmes are competitive. To help you make the best application possible we would strongly recommend that you bring your CV and covering letter to a Quick Query session prior to sending them to a prospective employer.

Quick Queries are 20 minute advice sessions with one of our experienced Careers Consultants. To book call 020 7911 5184 or access the online booking system on the day you would like to come in.

Guidance appointments

If you would like to have a mock interview or discuss your options in more depth, you can attend a 45 minute guidance appointment. You are entitled to four guidance appointments per academic year. The appointments are bookable in advance by calling 020 7911 5184.

What about volunteering?

You may also be interested in volunteering. Whilst voluntary positions are unpaid (although you will be reimbursed for any out of pocket expenses) they still provide you with the same great opportunities to learn new skills and develop contacts as with paid internships and work experience placements. To find out more, go to: westminster.ac.uk/volunteering

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