

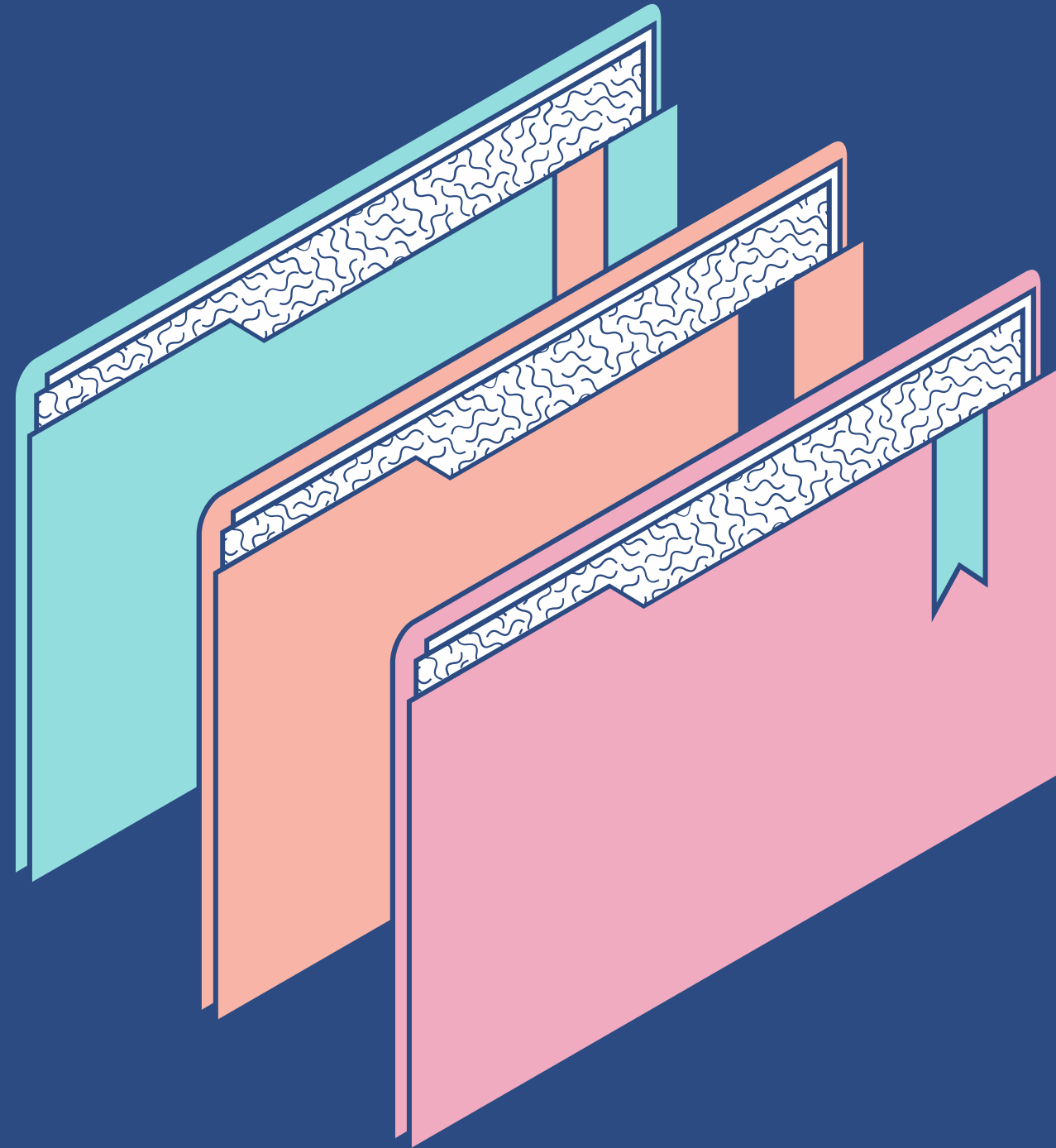
An illustration of a desk setup on a dark blue background. It includes a laptop with a teal screen and keyboard, a stack of three books, a teal pen holder with three pens, a small potted plant with green leaves, and a computer monitor showing a webpage. The items are rendered in a stylized, flat design with teal and orange colors.

LEARNING ADVISING

Making a successful internship application

Tips on making your internship application

Content



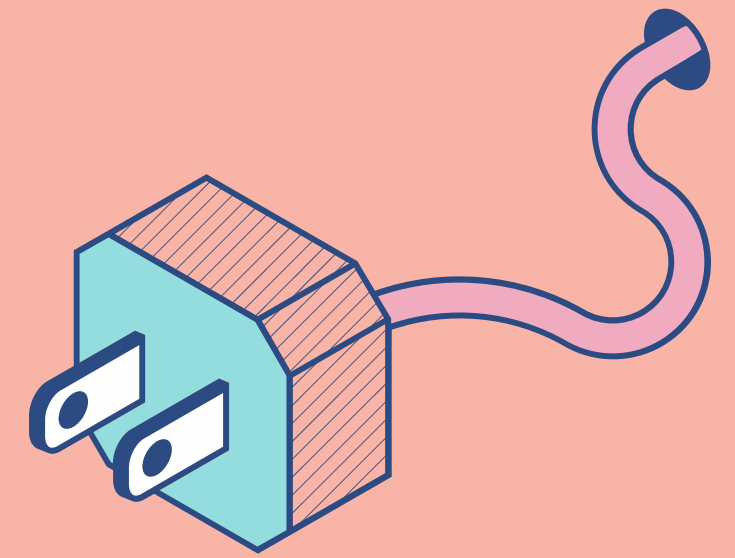
- Your CV and cover letter
- Submission of your application
- What do you expect to receive after making the application
- Interview preparation
- Interview questions
- Scenario handling

Making your internship application

Your resume is a product of your personal branding
It is the first point of contact that reflects your personality, competency and skills

CV (facts about yourself)

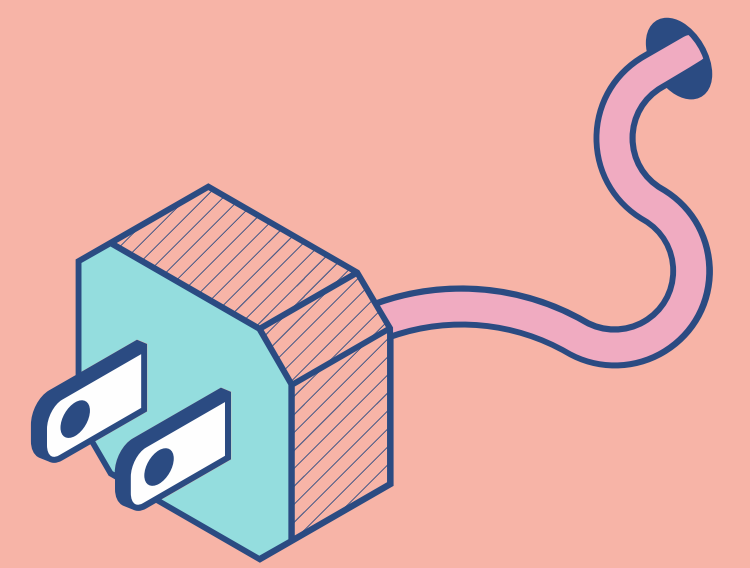
- 1 sheet of A4, 2 sides maximum
- Photo
- Attractive to read e.g. use bullet point
- Consistent in style
- Accuracy in information
- Relevant to the job
- Spelling and grammar check
- Use examples to illustrate your point



Cover letter (explanation of your application)

- 1 page of A4
- 3-4 paragraphs to tell the message
- Be concise and clear to the point
- 1st par: Your intention
- 2nd par: Your explanation on why you think you are suitable, why you choose the company
- 3rd -4th par: Request for an interview, show appreciation

Making your internship application



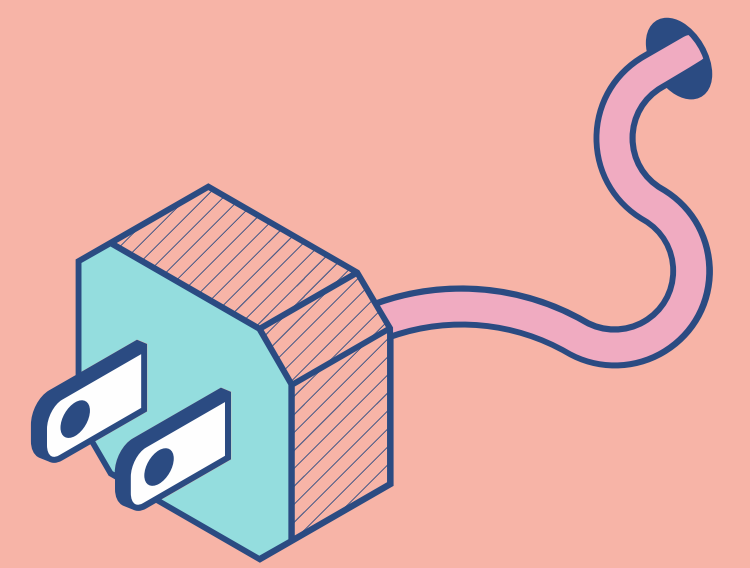
Your application email

- Email subject: must include the name of the position or job reference number#
e.g. Application for the position of XXX intern
- Keep the content concise, do not copy and paste your cover letter into the email as a content
- Take note of the application deadline and other remarks concerning your application

After making the application, you can expect the following:

- Notification through the phone, make sure you are available to receive the call
- Online written test (if applicable)
- Video introduction (if applicable)
- If you do not hear from the employer after 2-3 weeks, you may consider your application unsuccessful

Making your internship application



When you receive the call for interview...

Don't get over-excited and forgot:

- Note down the time and date of the interview
- Confirm the location of the interview venue
- Ask for the contact person's detail
- Make sure you have some idea of the interview format. e.g. individual? Panel? Group?

For online interview

- Choose a suitable venue free from other distraction or disturbance
- Check your device in advance, the audio and camera equipments are working properly
- Ask someone to rehearse with you, ensure you can be seen and heard properly
- Collect the HR contact number in advance so if a technical problem suddenly arises, you can have someone to call and explain.

Before you are attending an internship interview

Things you need to prepare:

Research into the company background

- What do they do? whom do they serve? their major projects

Consolidate what you learnt

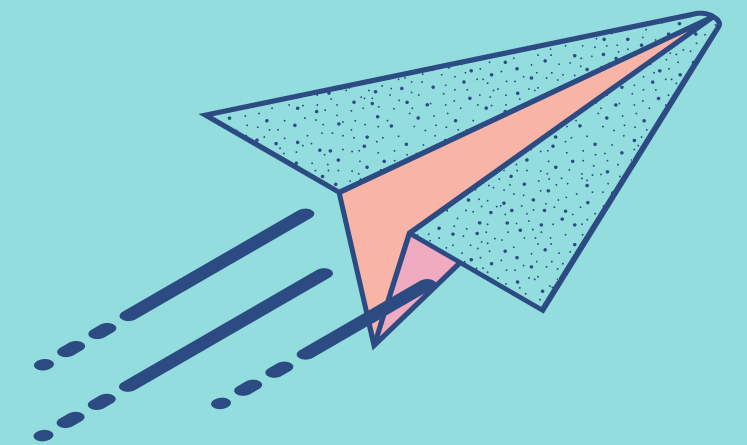
- Skills, knowledge learnt, portfolio, previous project experiences

Demonstrate your ability to learn

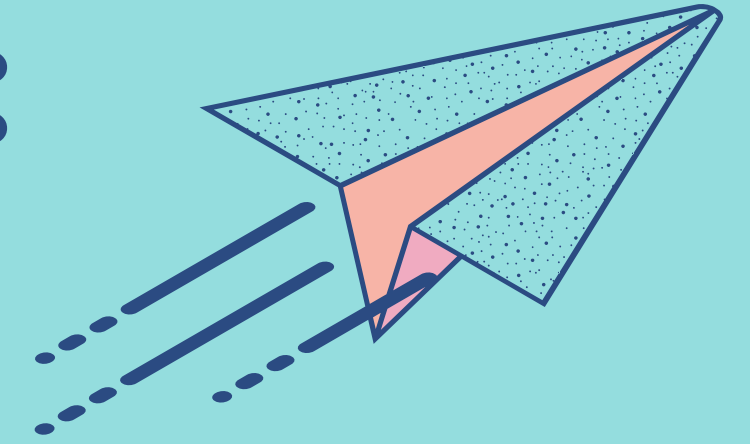
- You are a quick learner and determine to learn new concepts

Your learning objective in the internship

- Things that you want to learn from the professionals



You need to convince your employer with the following:



You are a nice person

- Be positive, courteous, energetic, patient to listen, open to feedback

You are a capable person

- Prepare to illustrate your competency and skills with example

You have a passion to learn

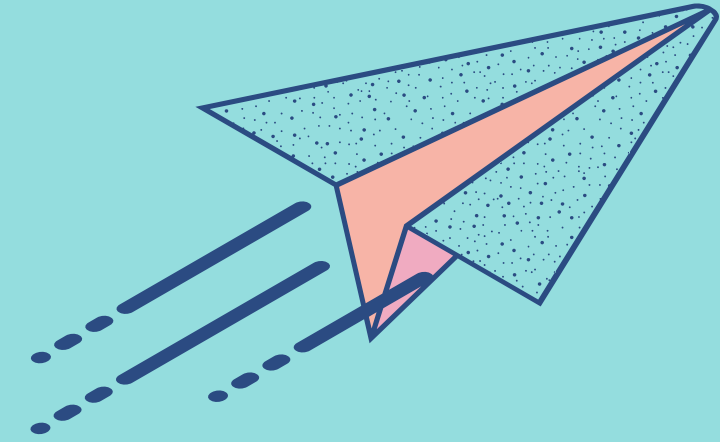
- Know your job and the company, paid extra effort to enhance your knowledge

Different from other candidates

- Experience in extracurricular activities, leadership training

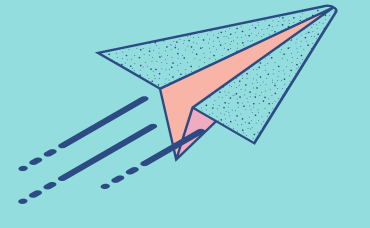


Things to tell your interviewer



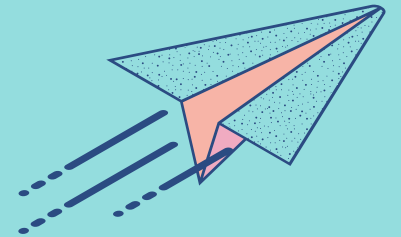
Self-introduction

- Confidently tell them your name, the main reason(s) for making the application



What have you learnt so far in your course?

- Share the skills, knowledge, previous project experiences



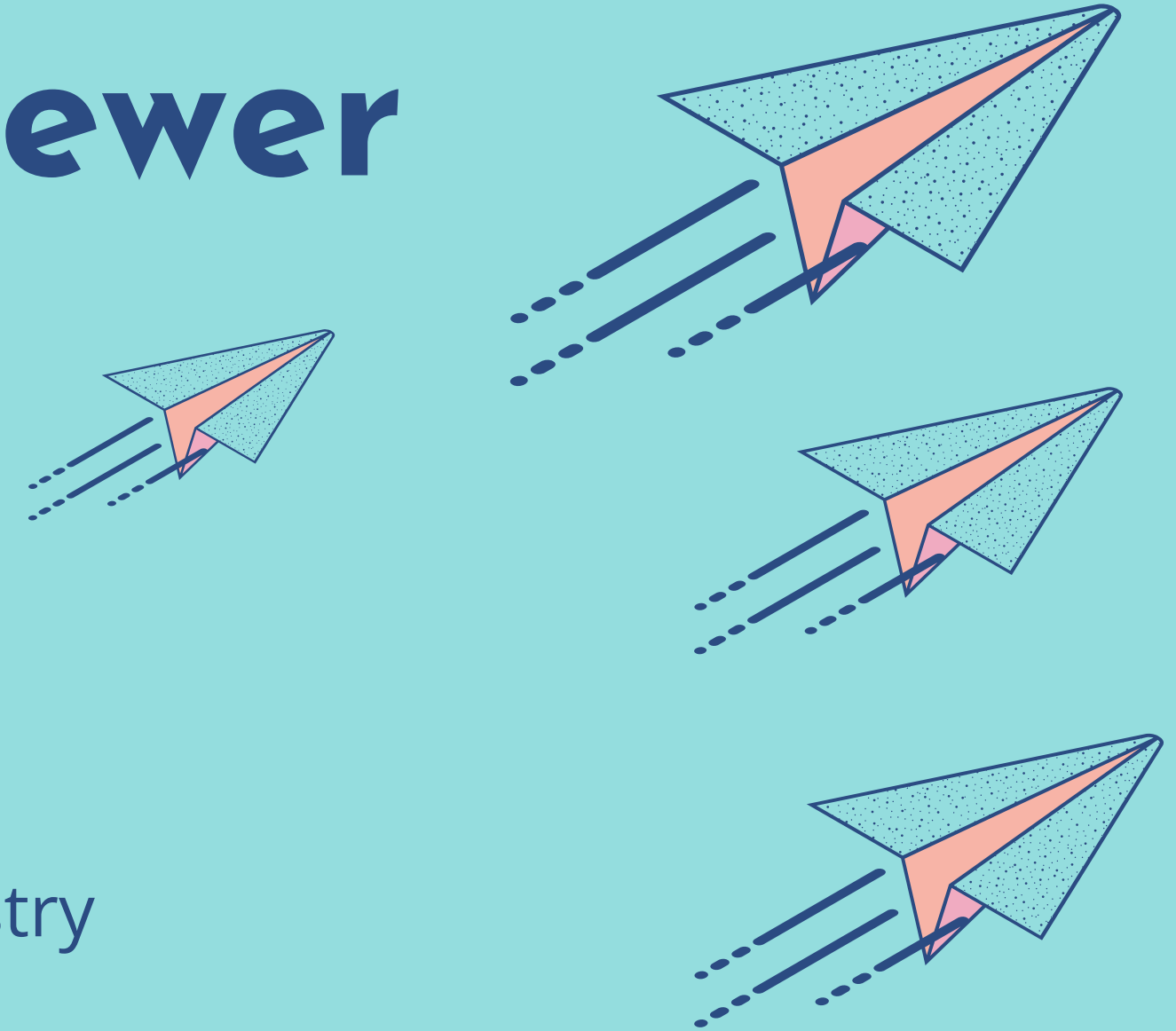
Any experiences working with others?

- Share your experiences on your group projects, extracurricular activities, PT jobs

What are you expecting to learn?

- Tell them the things you are expecting to learn from the internship and the reason why it is important for you

Questions that interviewer will be asking:



Your motivation to learn at the moment?

- Highlight what interested you most about the industry

Your plan after graduation?

- Highlight why this internship is important to your future career

Any questions for me?

- If you really want to nail the job, prepare a few valid questions about the job in advance

Scenario (1)

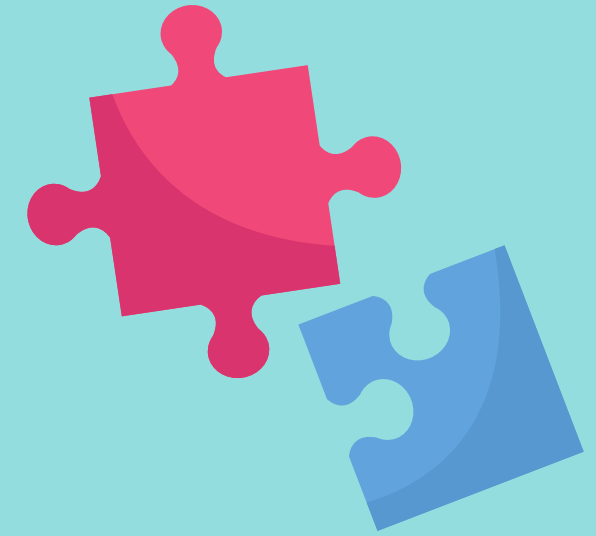
The interviewer asks you a technical question that you don't know the answer of...

- 1. Bluff your way through as you know the answer**
- 2. Be honest and say I don't know**
- 3. Although I don't know the answer to ABC but I know the answer of BCD**



Scenario (1)

The interviewer asks you a technical question that you don't know the answer to...



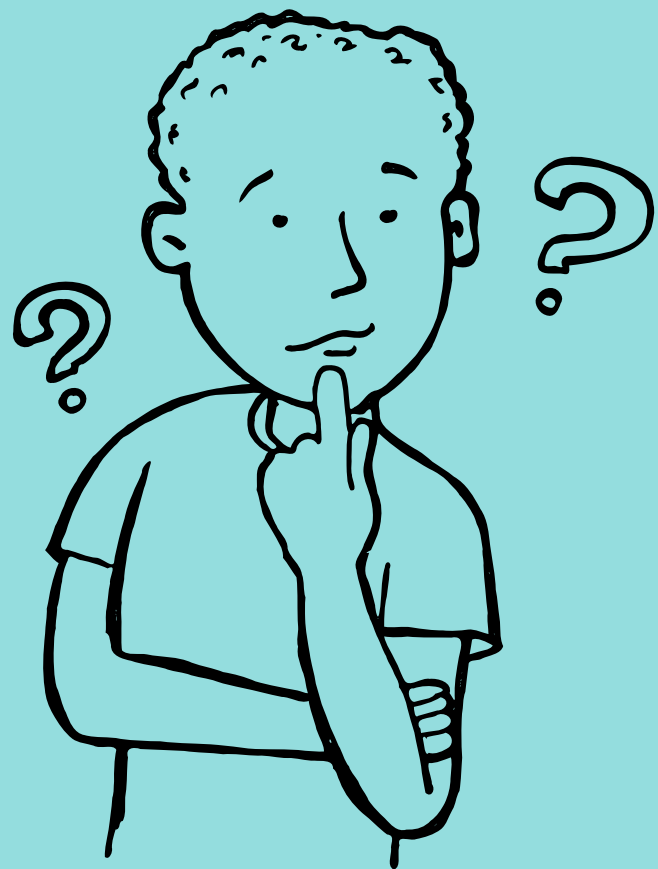
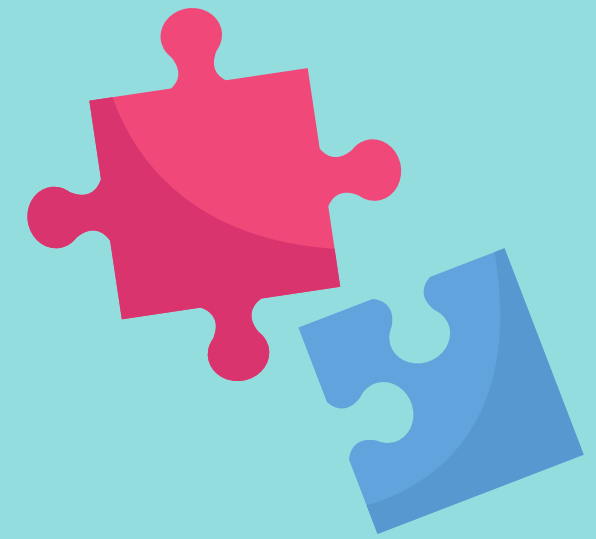
✗ Bluff your way through as you know the answer
They are professional and definitely know the answers

✗ Be honest and franky say I don't know
It shows that you are not even trying

✓ Although I don't know the answer to ABC but I know the answer to BCD.
It is important to show that you admit your shortcoming and be proactive to think of an alternative

Scenario (1)

The interviewer asks you a technical question that you don't know the answer to...



If you need extra time to think...

Don't be afraid to ask the interviewer to repeat the question. by doing that, you can buy yourself a few valuable seconds to think about your answer.

Scenario (2)

The interviewer starts to criticise you for not knowing certain skills.....

Nobody taught me this...

I am not ready....

How can you salvage the situation?




Scenario (2)

The interviewer starts to criticise you for not knowing certain skills.....

How can you salvage the situation?



 **Treat it as an assessment to see whether you are able to handle pressure and take feedback from others. Stay calm and explain what you know and focus on what you want to learn**

Scenario (3)

You have made several applications, although you have received an offer from one of the companies, you are thinking whether you should reject the offer and wait for your favorite company to reply



Scenario (3)

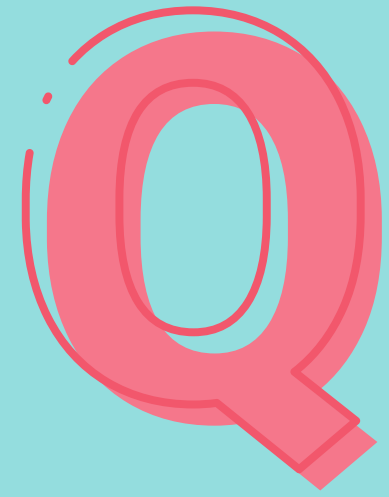
Don't be naive and think people can extend the deadline for you, so you would have more time to wait for your favourite offer to appear. Consider this a classic dilemma that you have to make a decision on.



1. List out the opportunities and risks of taking the offer
2. Evaluate the chances of receiving the other offer by reviewing your performance during the interview
3. Decide upon whether taking the safer option is really something you will not regret.

An interview can be stressful but also remember that:

- **You are the best person in the world to tell your own story**
- **Don't easily give up any interview opportunity, you will at least get the practice and get better at telling your own story**
- **Calm yourself by arriving at the venue 15 minutes earlier**
- **Often your interviewer wants to see the best in you by making the experience present and calm for the candidate**



For more questions...

or you would want some feedback on your interview performance.

Please feel free to contact the Learning Advisors @ Learning Commons/THEi

Geoffrey Tsui (FDE, FST Science)

Tel /WhatsApp: 3890 8025

Email: geoffreytsui@thei.edu.hk

Jasmine Chan (FMH, FST Engineering)

Tel /WhatsApp: 3890 8027

Email: jpsychan@thei.edu.hk