

Intern to Work: Application Tips

When completing your application form it's really important to remember that this is the only chance you'll have to impress your potential manager and be taken through to the next stage of the application process. While applying for an internship is similar to applying for an actual job it's key that where you may lack experience you demonstrate your passion and enthusiasm for the position you're applying for.

Below are our top five tips for making your application stand out!

- Think about all types of experience

When applying for an internship employers don't just focus on industry based experience. It's great if you have worked within the field you're applying for, but if not think about other activities you've taken part in e.g. being part of a sports club or taking part in volunteering. These kinds of activities all show transferable skills that can be used in the workplace.

- Research the organisation

Before applying make sure you actually know what the organisation does and what they're all about. This will not only help you to tailor your application but it will also give you a better idea of whether you'd actually fit in within the company.

- Tailor your application

We know that applying for jobs can take a long time however, it's important that you tailor answers to the role that you are applying for. Writing generic answers will show that you haven't really taken the time to think about each answer and may give the impression you're not really that

- Show your passion

When you're applying for a role it should be because you're genuinely interested in the tasks that you'll be completing. It's important that you get this across in your application form by writing about what exactly interests you about the area and why.

- Ask someone else to do a final check

It's a good idea to ask someone you trust (teacher, parent etc.) to have a read through your application before you submit it. They may pick up on spelling or grammatical errors that you've overlooked.