

Guidance on Completing the Internship Application Form

The Basics of an Effective Application

- Check you are eligible to apply. If you are not sure please check by contacting internships@exeter.ac.uk
- Type your application and use a professional font and size. Arial, Calibri, Century, Gothic, Helvetica, Tahoma and Verdana are considered the most accessible font and font size should be no less than 9pt.
- When submitting your application by email, put the job title and reference number in the subject bar.
- Keep within the word limit: 500-1000 words.
- Education and Employment History sections should be listed as current or most recent first.
- Be positive- focussing on what you can already do and your transferrable skills.

The Personal Statement

- Do not send a summary about you and your experience only, as you will need to tailor every application you make.
- Read the Job Description and Person Specification
- Make sure that you are honest and professional in your Personal Statement
- Structure your Personal Statement so it is easy for the recruiting manager to read and find the skills listed in the Person Specification. Remember to write a statement not a list of bullet points.
- Write an introduction summarising your personal qualities, your current situation, why you want this role and why you would like to work for this organisation, for example:

"I am highly motivated and organised University of Exeter student in my second year of a BA English degree. I have recently completed a remote-working internship as a Marketing Assistant, for xxxx. Should I be afforded this opportunity, I would like to work for xxxxxx because xxxxx. In the role of xxxxx, I would hope to make a difference by xxxxxx. I have reviewed the job description and person specification and I believe this role would be ideally suited to my skills, knowledge and experience for the following reasons.

- Explain how you meet the 'essential' and 'desirable' criteria through your degree; work experience; volunteering; and/or your hobbies and interests.
- 'We recommend using the STAR technique to help you structure your personal statement. Visit the '[CVs, cover letters and applications](#),' pathway on My Career Zone (and click start) to access STAR technique examples.

- 'Write an 'outro' reaffirming your commitment to the role, for example:

"I appreciate the opportunity to be considered for XXXX and if selected I would be dedicated to undertaking the role to the highest standard."

- If you are a current student or recent graduate from Exeter, you can find further support at the Career Zone's [Help with CVs, Cover Letters, and Applications](#) page.
- You can also book a **CV/covering letter, application form and LinkedIn profile check** – for graduate jobs, internships, part-time jobs and postgraduate courses. Find out more about appointments and how to book [here](#).