

**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
* 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.*

* Illustrate how you meet the ‘essential’ and ‘desirable’ criteria through your degree; work experience; volunteering; and/or your hobbies and interests.
* Use the [STAR approach](https://mycareerzone.careercentre.me/Resources/CustomPage/18654) when expanding on your skillset.
* 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 access the University of Exeter’s [My Career Zone Digital](https://mycareerzone.careercentre.me/Members) resources on application and interview preparation at.
* You can also find further support at the Career Zone’s [Help with CVs, Cover Letters, and Applications](https://www.exeter.ac.uk/careers/research/helpwith/helpwithcvscoverlettersandapplications/) page.