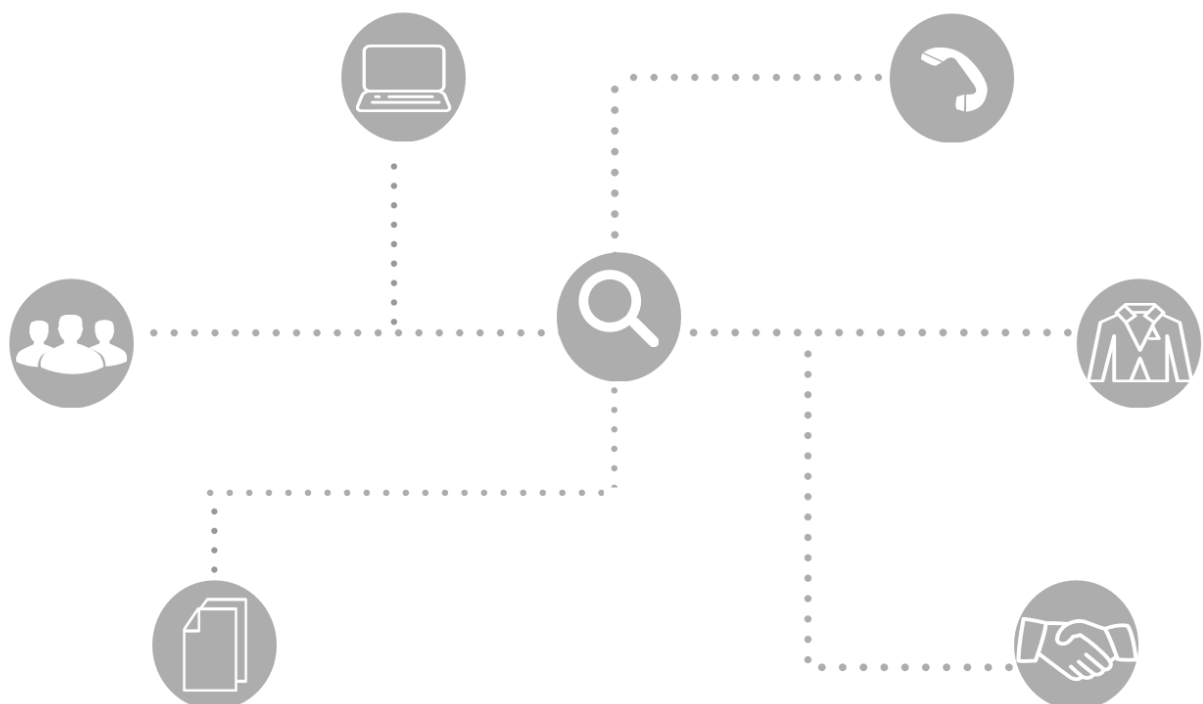


Faculty of Engineering and Information Technology

**UTS:**CAREERS

# GUIDE TO FINDING AN INTERNSHIP



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## HOW CAN UTS:CAREERS HELP YOU?

UTS:Careers provides a range of services and resources to assist students with their career and job search needs, including:

- Career advice
- Job search strategies
- Resume reviews
- Cover letter reviews
- Interview preparation
- Workshops
- Networking Events
- Career Fairs
- LinkedIn advice and profile reviews
- Selection criteria guidance



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IN  
SAY  
HELLO  
WE  
ARE  
OPEN

### UTS:Careers Drop-in Service

Visit us for a 15 minute Drop-in Consultation with a Recruitment Advisor - no appointment necessary

**Open Hours:** Monday to Friday, 10:00am to 4:00pm

**Location:** CB01.04.13



### UTS CareerHub

Visit <https://careerhub.uts.edu.au/students/> to view our job board for casual work, internships and graduate positions, access resources and register for Careers events.

## INTERNSHIP SEARCH STRATEGIES

To be an effective job seeker, you should use multiple job search strategies as this is generally more effective.

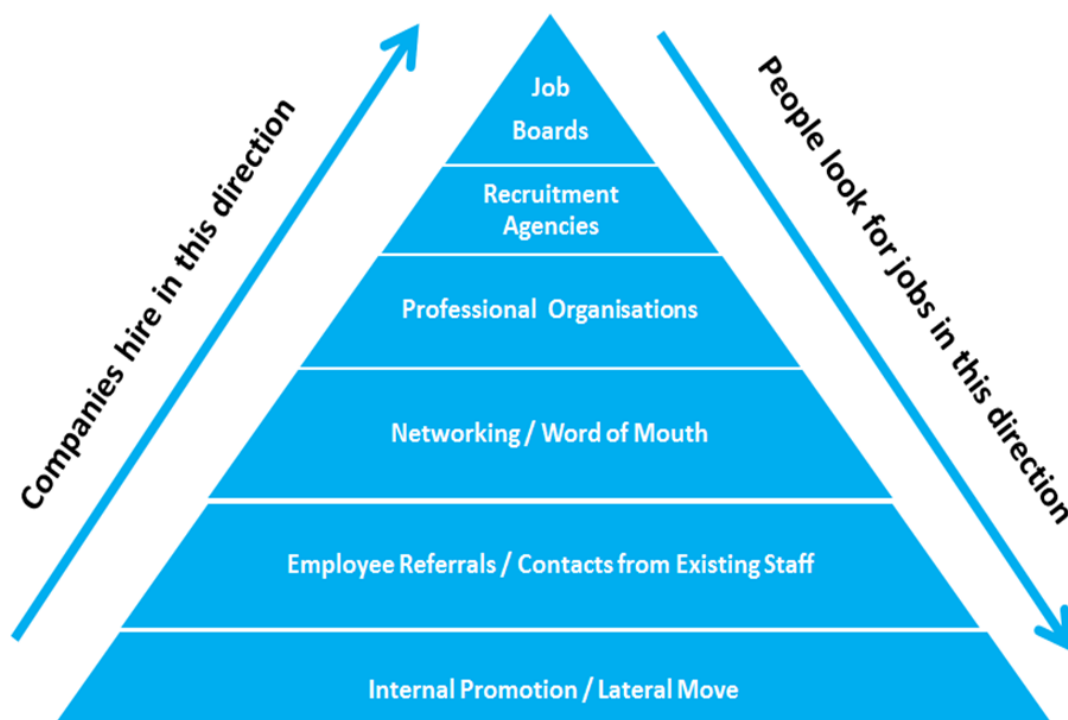
Job search strategies can be broken into two categories:

1. **Advertised Jobs** (examples include job boards and company websites)
2. **The “Hidden Job Market”** (examples include employee referrals and networking)

These strategies are explained in more detail in the following pages.

When determining the internship search strategies that you intend to use, it is helpful to understand how employers typically prefer to find their employees. Whilst applying for advertised positions can be the easiest, “go to” method for finding internships, it is worth noting that most internship opportunities are not publicly advertised.

The model below highlights why it is important to use multiple job search strategies.



## ADVERTISED INTERNSHIPS

Applying for advertised internships should be just one of a range of strategies you use. You can find advertised internships through many sources including:

- **UTS: Careers** - We advertise jobs on our online job board [UTS CareerHub](#) (login required). For opportunities on and off campus, check this job board regularly.
- **Internet job boards** – A list of internet job boards can be found on the next page. When searching for internships, we recommend exploring targeted job boards (student job boards and industry-specific job boards) in addition to general job boards like Seek and Indeed.
- **Campus recruitment activities** – Many organisations offer internship programs and may participate in on-campus presentations, careers fairs and interviews. Monitor the UTS CareerHub 'Events' page to find out about these opportunities. The FEIT Careers Fair is typically takes place in early August of each year.
- **Company websites** - Many companies publish current job vacancies on their websites as well as information about careers within their organisation.
- **Graduate publications** - [Graduate Opportunities](#), [Graduate Connection](#) and [Unigrad](#) are annual publications that identify companies recruiting interns and graduates.
- **Professional associations** - [Professional associations](#) provide great networking opportunities and may advertise internship positions.
- **Industry-related publications and websites** – Industry-specific bodies and associations are often contacted to help promote vacant positions.
- **Employment agencies** - Employment agencies often advertise positions in newspapers on their websites and online job boards.

## ADVERTISED INTERNSHIPS

## JOB BOARDS

General Job Boards	Student / Graduate Job Boards
Seek <a href="https://www.seek.com.au">seek.com.au</a>  CareerOne <a href="https://www.careerone.com.au">careerone.com.au</a>  Indeed <a href="https://au.indeed.com">au.indeed.com</a>  LinkedIn <a href="https://www.linkedin.com/">linkedin.com/</a>  SpotJobs <a href="https://www.spotjobs.com">spotjobs.com</a>  OneShift <a href="https://www.oneshiftjobs.com/">https://oneshiftjobs.com/</a>	UTS CareerHub <a href="https://careerhub.uts.edu.au/students/jobs">careerhub.uts.edu.au/students/jobs</a>  Unigrad <a href="https://www.unigrad.com.au">unigrad.com.au</a>  Graduate Connection <a href="https://www.au.gradconnection.com">au.gradconnection.com</a>  Graduate Opportunities <a href="https://www.graduateopportunities.com">graduateopportunities.com</a>  Seek Graduate Jobs <a href="https://www.seek.com.au/graduate-jobs">seek.com.au/graduate-jobs</a>  LinkedIn Student Jobs <a href="https://www.linkedin.com/studentjobs">linkedin.com/studentjobs</a>
Engineering-related Job Boards	IT- related Job Boards
Engineering Jobs <a href="https://www.engineeringjobs.com.au/">www.engineeringjobs.com.au/</a>  Engineers Australia <a href="https://www.engineersaustralia.org.au/careers">www.engineersaustralia.org.au/careers</a>  Australian Government Jobs <a href="https://www.jobsearch.gov.au/Job">www.jobsearch.gov.au/Job</a>  Council Jobs <a href="https://www.counciljobs.com/Jobs/OneClick/Engineering">www.counciljobs.com/Jobs/OneClick/Engineering</a>	Finite <a href="https://www.finite.com.au/">www.finite.com.au/</a>  The Drive Project <a href="https://www.thedrivegroup.com.au/thedriveproject">www.thedrivegroup.com.au/thedriveproject</a>  Apply Direct IT <a href="https://www.applydirect.com.au/jobs/IT-and-Telecommunications/all-subtypes/all-states/all-cities">www.applydirect.com.au/jobs/IT-and-Telecommunications/all-subtypes/all-states/all-cities</a>  Zipster <a href="https://www.zipster.com.au/">www.zipster.com.au/</a>  Australian Computing Society Foundation <a href="https://www.acsfoundation.com.au/">www.acsfoundation.com.au/</a>

**Disclaimer:** UTS Careers has provided links to internet sites and resources owned by third parties. UTS Careers has no direct control over the content presented in these external sites. It is the responsibility of the user to make their own decisions about the accuracy, currency, reliability and correctness of information contained in linked external websites.

## ADVERTISED INTERNSHIPS

## PROFESSIONAL ASSOCIATIONS

### Engineering

- [Association of Consulting Engineers Australia](#)
- [Australasian Institute of Mining and Metallurgy](#)
- [Australasian Railway Association](#)
- [Australian Acoustical Society](#)
- [Australian Geomechanics Society](#)
- [Australian Institute of Energy](#)
- [Australian Licensed Aircraft Engineers Association](#)
- [Australian Logistics Council](#)
- [Australian Wind Engineering Society](#)
- [Chartered Institute of Logistics and Transport](#)
- [Consult Australia](#)
- [Engineers Australia](#)
- [Institute of Chemical Engineers \(IChemE\)](#)
- [Institute of Public Works Engineering Australia](#)
- [Institution of Electrical and Electronic Engineers](#)
- [Logistics Association of Australia](#)
- [Manufacturing Skills Australia](#)
- [National Engineering Registration Board](#)
- [Professionals Australia](#)
- [Society for Medical & Biological Engineering](#)
- [Society for Sustainability and Environmental Engineering](#)
- [Supply Chain and Logistics Association of Australia](#)
- [Systems Engineering Society of Australia](#)
- [Technology Industry Association](#)
- [The Institution of Engineering and Technology](#)

### IT

- [Association for Computing Machinery \(ACM\)](#)
- [Australasian Association for Information Systems](#)
- [Australian Computer Society-Telecommunications Society of Australia](#)
- [Australian Information Industry Association](#)
- [International Federation of Information Processing \(IFIP\)](#)
- [Internet Industry Association](#)
- [Australasian Association for Information Systems](#)
- [Australian Consensus Technology Association](#)
- [Australian Computer Society](#)
- [Australian Mobile Telecommunications Association](#)
- [Computing Research and Education](#)

## **ACTIVITIES: ADVERTISED INTERNSHIPS**

- Explore the job boards and professional associations listed to identify those most relevant to your internship search

- Brainstorm relevant search keywords to use on the job boards

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Make a list of desired employers whose company websites you can visit to review job opportunities

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Set a goal for how often you will need to check these job boards and websites

\_\_\_\_\_



## THE HIDDEN JOB MARKET

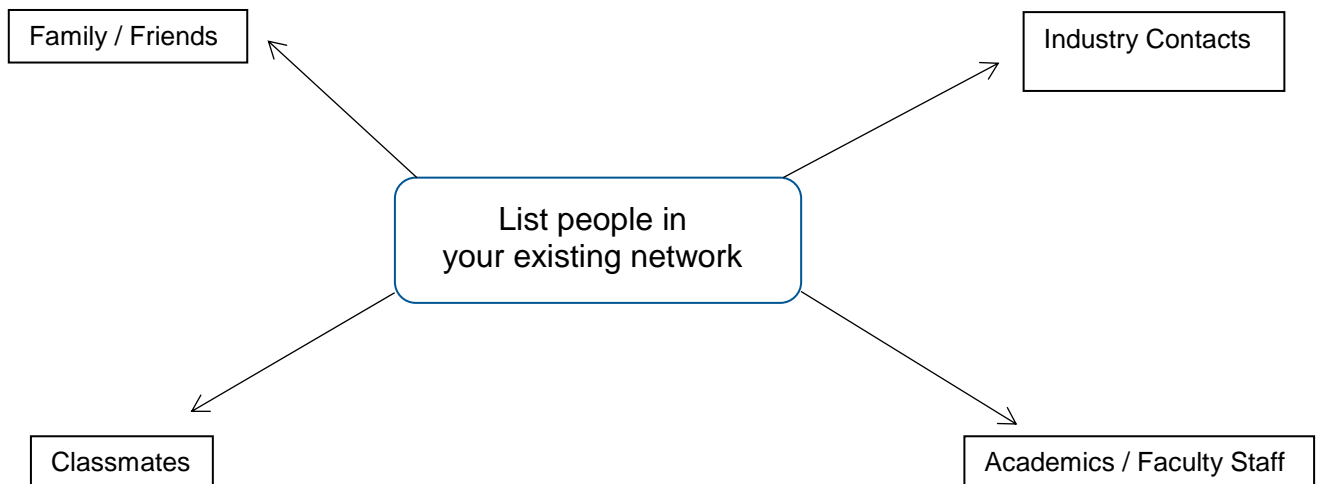
Most employers will agree that job boards are not the preferred way to source candidates for vacant positions. In fact, research suggests that up to 80% of available jobs are never publicly advertised. This is because employers like to hire people that they know, like and trust so they prefer to find candidates internally, through employee referrals or direct approaches. For these reasons, many employers find workers without publishing job advertisements. These unadvertised positions represent 'The Hidden Job Market'.

- **Referrals** – Employers still seek comfort in a referral system based on existing employees recommending (referring) a friend or colleague. By simply asking friends or associates to "keep an eye out", you can create a whole new window of opportunity.
- **Networking** – Networking begins with understanding the industries you are focusing on and simply talking to other people in your trade. Whether you are just brushing shoulders with the right people or meeting professionals through industry bodies, you could find yourself talking to the right person at the right time for the right position. Networking and building relationships with recruiters and industry professionals will often help to boost your chances of referrals. The following activities can help you to expand your professional network:
  - Attending Careers Fairs and events
  - Joining professional associations (see Page 7) and student associations in your chosen field
  - Attending industry related events and conferences
- **Approaching Employers Directly / Cold-calling** - Cold-calling is as simple as calling a known business that you would like to work for and asking to speak with the person in charge of recruitment. To get started, create a shortlist of companies you are interested in (see activity on Page 9) and carry out some research on those companies. Be prepared, as in most instances you will receive a rejection, but don't take this personally as many employers will be happy to provide some form of advice.
- **LinkedIn** - LinkedIn is an online professional networking tool and is an important strategy for anyone in the job market. Used regularly by recruiters, head-hunters and hiring managers to find future talent, it is a great tool for helping people to build their reputation and to network with peers.

## ACTIVITIES: THE HIDDEN JOBS MARKET

- **Identify relevant contacts within your existing network**

Consider how you might approach your contacts to discuss possible internship opportunities



- **Identify your target companies**

Make a list of prospective employers that you would like to conduct your internship with.

Research the companies. Consider how you might proactively approach the companies to discuss internship opportunities

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- **Research ways to expand your professional network**

Networking Events - List some networking events of interest you

_____	_____
_____	_____
_____	_____

Professional Associations – List some professional associations of interest to you

_____	_____
_____	_____
_____	_____

Student Societies – List some student societies of interest to you

_____	_____
_____	_____
_____	_____

---

- **Develop your online professional identity**

View the following resources:

[Building a Great Student Profile](#)

[Using LinkedIn to Find a Job or Internship](#)

[How to Network on LinkedIn](#)

[Tailoring Your LinkedIn Profile to Your Goals](#)

[How to Communicate Effectively on LinkedIn](#)

[Build Your Personal Brand on LinkedIn](#)

[The LinkedIn Alumni Tool](#)

Attend a Back to Basics: “LinkedIn Lab” workshop (Book online through: CareerHub → Events)

Get your LinkedIn Profile Review via the UTS Careers Drop-in Service



# Using LinkedIn to Find a Job or Internship

LinkedIn is the place for students and recent grads to find jobs and internships. Here are some tips to get started.



# 1

## Become an expert.

Want to stand out and learn about industries you want to get into? Check out LinkedIn Today's news dashboard and Influencer posts for the top daily headlines, join Groups, and follow new industry-specific "Channels."

# 2

## Have a strong headline. Get noticed.

Your profile is not the place to be shy! Write a concise but descriptive headline like "XYZ University honors student & aspiring PR associate," "Entry-level creative professional," or "Finance major seeking investment banking internship."



# 3

## Include keywords.

Recruiters search LinkedIn for candidates. Use the key words and phrases they use. Find examples from job descriptions you're going after, or profiles of people who have the jobs you want, and pepper them throughout the *Summary* and *Skills & Expertise* sections.

# 4

## Take advantage of student profile sections.

Be sure to complete the profile sections designed just for students, such as *Courses*, *Projects*, *Languages*, *Certifications*, and *Organizations*. Keywords are good here too. Complete profiles get 40x more opportunities!



# 5

## Talk about all your relevant experience.

Experience doesn't have to be paid or full-time to be on your profile. Your *Experience* section can include internships, extracurriculars, part-time jobs, volunteer work, or projects that have given you real-world skills. You never know what might catch an employer's eye.

6

**Build your network.**

Grow your network by sending personalized LinkedIn connection requests to everyone you know – friends, family, neighbors, teachers, colleagues, classmates, and more.



7

**Ask your network for help.**

70% of jobs are found through networking. Once you connect, send customized messages (no mass emails!) to say you're job-hunting. Ask for advice, an informational interview, or if they know anyone in your desired field. Connect one-on-one and others will be willing to make the effort for you.



8

**Find "ins" where you want to work.**

Heard of LinkedIn [Company pages](#)? Visit them for organizations you want to work for and see if you're connected to anyone who works or has worked there. And check out LinkedIn's [Alumni Tool](#) to see what grads of your school are up to.

9

**Search the Student Jobs Portal.**

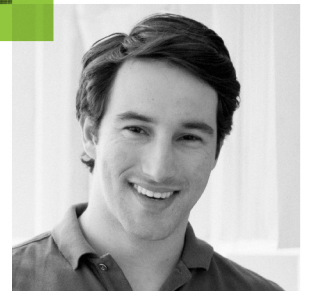
The Student Jobs Portal is just for you: It has all the entry-level job and internship postings on LinkedIn. Search by job role or review postings from featured companies. Apply for positions and the employer will be able to see your full LinkedIn profile.



10

**Get gutsy.**

Don't be afraid to reach out directly to a recruiter on LinkedIn. One strategy is to first apply to a position you want and then send a message to the recruiter who posted the opportunity (you can often find this information in the job posting). Good luck!

**LinkedIn**™**Get a job.**Get going at [www.linkedin.com](http://www.linkedin.com)

## APPLICATION DOCUMENTS

Whether you are applying for an advertised internship or unpublished internship, your application documents are an extremely important part of the recruitment process.

For each internship application, we recommend preparing and submitting *targeted* resume and cover letter documents.

This means that documents should be tailored according the specific company and role.

For assistance with application writing, UTS: Careers offers the following services and resources:

### SERVICES

- **Resume and Cover Letter Reviews**

Visit UTS:Careers Drop-in Service with a printed copy of your document for a 15 minute consultation with a Recruitment Advisor (no appointment required)

- **Back to Basics : Resume Writing Workshop**

To register, visit UTS Careers Drop-In Service or book online through: CareerHub → Events

### RESOURCES

- **Resume and Cover Letter Checklists** (see pages below)

- **Resume and Cover Letter Samples** on the UTS Careers website  
([www.careers.uts.edu.au](http://www.careers.uts.edu.au) → 'Resumes and Applications' → 'Your Resume' section)

- **Resume and Cover Letter Toolkits**

For detailed resources, visit: CareerHub → Resources

## RESUME CHECKLIST

### Presentation and Formatting

- ☐ Resume is 2-3 pages in length for student/graduate level
- ☐ Layout looks well-spaced
- ☐ Your name is at the top of the first page and is the largest font on your resume
- ☐ Section headings stand out (bolded or underlined or a larger font than general content)
- ☐ General content of your resume is presented in size 10 - 12
- ☐ Formatting is consistent throughout the document (font style and size, justification of text, position of dates and titles)
- ☐ Dot points are used when giving details – no lengthy sentences or paragraphs

### Sequence

- ☐ Sections are listed in order of relevance to the role, usually the *Education* section is first
- ☐ Most recent activities are listed first in the *Education*, *Employment History* and *Extracurricular Activities* sections
- ☐ Dates are listed by month and year e.g. January 2015 – July 2015 or Jan 2015 – Jul 2015 (we do **not** suggest that you write dates as 01.2015 – 07.2015)

### Content

- ☐ Omit irrelevant information – Photos of yourself and details about your date of birth, gender or marital status are not required for Australian resumes
- ☐ *Education* section includes your current degree details and expected completion/graduation date as well as academic achievements
- ☐ *Employment History* section contains bullet points outlining your duties as well as notable contributions/achievements for each role
- ☐ Achievement statements are specific and quantified – use numbers and statistics where possible
- ☐ If you have a *Relevant Skills* section, there are specific examples / evidence for all strengths claimed
- ☐ Include relevant key words / phrases mentioned in the job advertisement

**Language**

- ☐ All spelling is correct – Australian / UK English
- ☐ Appropriate tenses used – past tense for previous experiences and jobs
- ☐ Use action verbs when describing responsibilities in past and previous jobs – e.g. “Organised / Co-ordinated” etc.
- ☐ Explain unfamiliar acronyms when you first mention them in your resume – e.g. “High-definition video (HDV)”

\*\*\* For writing and language support (grammar, spelling and/or vocabulary), you may benefit from visiting the HELPS Drop-In Service located in CB01.05.25



## COVER LETTER CHECKLIST

### Presentation and Formatting

- ☐ Cover letter is not more than 1 page in length - Looks well-spaced and uses a reasonable margin size
- ☐ Font looks professional - Font size is between 10-12, recommended fonts are Arial, Calibri or Helvetica
- ☐ Highlighted information uses just one formatting method – bold OR underlining OR larger font OR capital letters
- ☐ Includes a subject title – e.g. “ Re: Graduate Analyst opportunity (position ref. B382) ”

### Language

- ☐ All spelling is correct – Use Australian spellcheck settings, not U.S
- ☐ Grammar and punctuation are correct  
 \*\*\* For writing and language support (grammar, spelling and vocabulary), you may benefit from visiting the UTS HELPS located in CB01.05.25
- ☐ Unfamiliar acronyms are explained – e.g. “Beyond UTS International Leadership Development (BUILd) program”
- ☐ A personalised greeting is used – avoid “Dear Sir / Madam” or “To Whom It May Concern”

### Content

- ☐ Your enthusiasm for applying is expressed and company research is incorporated
- ☐ Specific examples are used to evidence that you possess the key skills required for the role
- ☐ Achievements are quantified using numbers and/or statistics – e.g. “ Awarded \$500 bonus after my proposal reduced costs by 14%”

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#### Resume and Cover Letter Reviews

Visit our Drop-in office for further career advice and resume /cover letter reviews

**Open Hours:** Monday to Friday, 10:00am to 4:00pm

**Location:** CB01.04.13

## INTERVIEW PREPARATION

This checklist provides tips and advice to guide you through the interview process. Place a in the box as you complete each step. Remember, preparation and practice is the key to interview success!

### *Before the interview*

#### ☐ Know the company and the role

- Review the job advertisement again and request a copy of the position description (if not already attached to the interview confirmation email).
- Visit the company's website to research its key services/products, current projects, core values, strategic direction, competitors and market trends. Make sure you can articulate what interests you about joining the company.

#### ☐ Revise your resume and your skills

- Re-familiarise yourself with the details about your previous jobs and extracurricular activities. Revise the dates, roles and responsibilities, systems used and notable achievements.
- Reflect on how your skills and experience can be transferred into the role you are interviewing for.

#### ☐ Practice! Practice! Practice!

- Review the practice questions available on the UTS Careers Website (see back page for link).
- Practice answering behavioural questions. Reflect on specific examples and formulate answers using the 'STAR' approach (see the '*Types of Interview Questions*' page on the UTS Careers website).
- Test your interview skills using InterviewStream (video practice software). Assess your own performance and observe your body language (see back page for link).
- Book a mock interview with a member of the UTS Careers Service (see back page for booking details).

#### ☐ Plan your journey

- Aim to arrive at the office address 10-15 minutes before your actual interview start time.
- If catching public transport, check the relevant transport timetables the day before AND on the day of the interview. Always allow extra travel time for unexpected delays or trackwork.
- If driving, research the suitable carpark options and allow extra time to find parking.

#### ☐ Dress for success

- Choose an appropriate outfit - If in doubt, remember it is better to be overdressed than underdressed.  
For men – It's recommended that you wear a suit, button up shirt and a tie  
For women – It's recommended that you wear a skirt/pant suit with a button up shirt or blouse
- Ensure your clothes are freshly washed, ironed and tidy looking.
- Pay extra attention to personal hygiene on the day of your interview – ensure that you shower with soap, use deodorant and brush your teeth.

#### ☐ Be prepared

- Research the interviewers on LinkedIn - understand their role in the business.
- Make a list of questions to ask interviewers at the end of your interview.
- Bring printed copies of your resume in a folder.

## Interview Preparation Resources

<b>Back to Basics: Interview Skills Workshop</b>	<p>Register to attend a small group workshop covering extra preparation tips and advice on interview etiquette.</p> <p>Workshops can be booked through CareerHub, attending a drop-in consultation or calling (02) 9514 1471</p>
<b>Sample Questions</b>	<p>UTS Careers Website → Interviews and Testing → 'Practice' section or <a href="http://www.uts.edu.au/sites/default/files/Interview_sample.pdf">http://www.uts.edu.au/sites/default/files/Interview_sample.pdf</a></p>
<b>InterviewStream</b>	<p>UTS Careers Website → Interviews and Testing → 'Practice' section or <a href="https://uts.interviewstream.com/Account/Login?ReturnUrl=%2f">https://uts.interviewstream.com/Account/Login?ReturnUrl=%2f</a></p>
<b>Mock Interview</b>	<p>Book a one-on-one practice interview with a Career Consultant in the UTS Careers Team.</p> <p>Appointments can be booked by attending a drop-in consultation or calling (02) 9514 1471</p>

## After the interview

### ☐ Send a thankyou email

- On the same day as your interview, send an email to the relevant Recruiter / Hiring Manager thanking them for arranging the meeting and re-inforce your keenness to join the organisation. This email should be well-written and well-formatted.

### ☐ Advise your referees

- Contact your referees to let them know that you have reached the interview stage of a recruitment process. Provide details about the company and the role. This will give them context about what skills and strengths to highlight if they are contacted for a reference check.

### ☐ Wait the specified time before following up

- After interviews, Recruiters will generally provide a timeframe for when they expect to contact you with an outcome. Ensure you wait the specified period before contacting them for a status update.

### ☐ Review your performance

- Whether you are successful or not in securing the job, remember that each interview is a great learning experience! Assess your performance to identify any areas for improvement.
- If you don't get the job, ask your interviewer for constructive feedback on what you could improve on, or if they thought your work skills and experience were lacking in any area.
- For any questions or queries, come and see one of the experienced Recruitment Advisors at a drop-in consultation.

## PROFESSIONALISM IN THE WORKPLACE

Below are some guidelines to review once you've secured your internship:

### ARRIVAL

- ✓ Confirm your arrival details with your employer well in advance of your first day (date, time, location and contact person)
- ✓ Be punctual
- ✓ Politely query any induction procedures that differ from what you were advised would occur

### CONDUCT

- ✓ Learn about the business' culture. Actively seek out the implicit rules and accepted behaviour in the organisation
- ✓ Act professionally at all times – this means being respectful of staff, clients and company property
- ✓ Be enthusiastic about assigned work and aim to be a contributing team member
- ✓ Establish what is expected of you with regards to working hours and attendance. Follow your expected daily start and end times and communicate with your manager about anticipated variations to your work schedule or

### SECURITY AND CONFIDENTIALITY

Comply with security procedures around:

- ✓ Passwords
- ✓ Keys
- ✓ Documents
- ✓ Confidential projects
- ✓ Access and use of computing equipment

### PERFORMANCE

- ✓ Establish what is expected of you from your managers early on in your internship
- ✓ Seek guidance on how you are progressing. Speak with your manager about arranging regular 'catch-up' meetings. Use these opportunities to ask about areas for improvement
- ✓ Remember that you are representing yourself, the university as well as future UTS students and graduates. Do your best to complete assigned tasks and produce high quality work