

UniSA Career Services

Finding STEM Internships

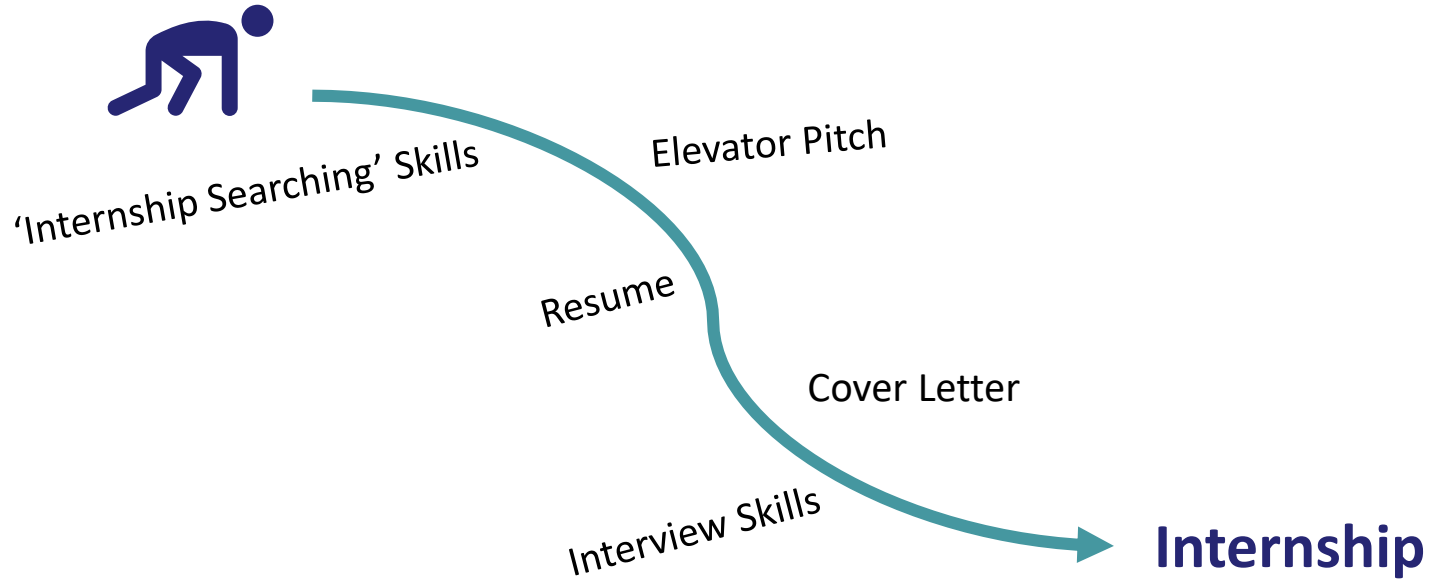
Matt Purdy, Career Adviser

Learning Outcomes

- Understanding what is needed to find an internship
- Identifying visible and hidden internships
- How to proactively approach organisations
- Elevator pitch, resume and cover letters

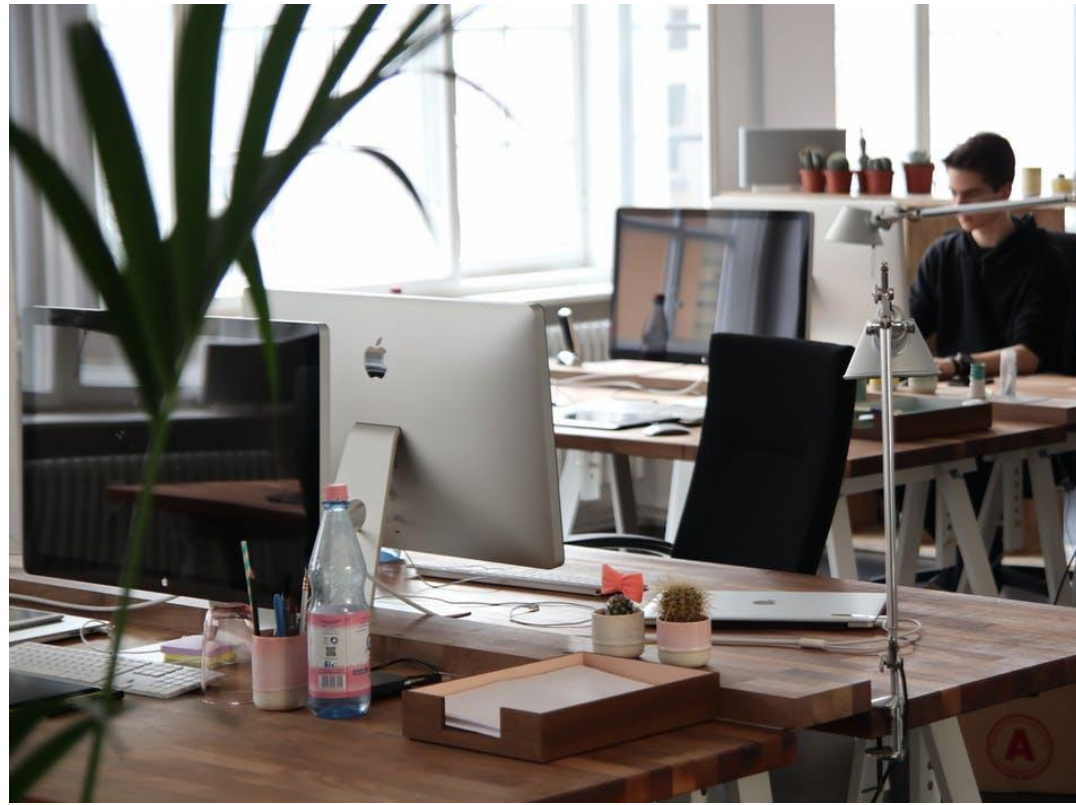


What do you need?



Types of Internships

- Paid Internship
- Unpaid Internship
- Work Integrated Learning
- Virtual internships



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Visible Internships

- UniSA CareerHub www.unisacareerhub.unisa.edu.au
- LinkedIn www.linkedin.com
- Seek www.seek.com.au
- GradConnection www.gradconnection.com.au
- GradAustralia www.gradaustralia.com.au
- UniSA Self Help Career Resources Job Search Engine
<https://unisa.careercentre.me/u/ml8gbwzm>
- Professional Practice Program page
<https://lo.unisa.edu.au/mod/page/view.php?id=1985213>



Visible Internships

- Company websites
- Professional Association Websites
- The Forage - www.theforage.com
- UniSA Virtual Internships - <https://unisa.edu.au/global-experiences/study-overseas/short-term-opportunities/other-short-term-programs>
- Student Internships – www.studentinternships.com.au





The image is a stylized illustration of an iceberg floating in a light blue ocean under a pale sky with a few white clouds. The iceberg is divided into two parts by the water line. The smaller, visible tip is labeled 'Visible Jobs' and '20-25%'. The much larger, submerged part is labeled 'Hidden Jobs' and '75-80%'. The text is in a bold, sans-serif font. The colors are primarily shades of blue and cyan, with white for the clouds and text outlines.

Visible Jobs

20-25%

Hidden Jobs

75-80%

Hidden Internships

- Networking (including LinkedIn)
- Referrals
- Self-marketing and asking around!
- Through career fairs and events (including online events)
- Proactive approaches



Your Networks

Who do you currently know? Do your networks know you are looking for an internship? Who could they refer you to?

- Family
- Friends/teachers from school
- Parents of friends
- Places where you volunteer
- Other Uni students
- LinkedIn connections
- Places where you shop/eat out
- Sports clubs
- Lecturers, tutors, sports coaches
UniSA Alumni
- Co-workers from p/t work
- Church, community



Proactive Approaches

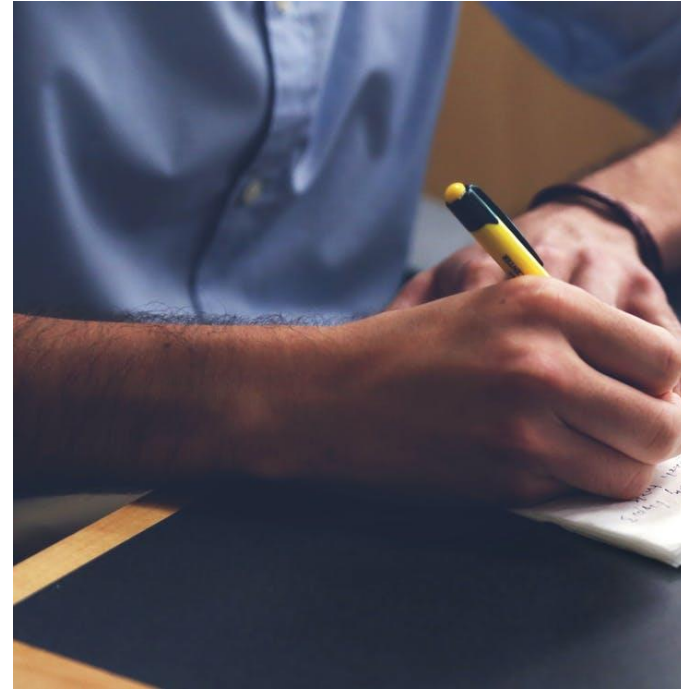
1. Research, and develop a company list
2. Determine your most effective (not easiest) method of contact (and person?)
3. Prepare your:
 - Elevator pitch
 - Resume
 - 'Expression of interest' cover letter
 - Email, etc.
4. Make proactive contact (but don't start with resume)
5. Follow up as necessary?



Developing a Company List

- LinkedIn research
- Google!
- News articles, other industry information
- Ask others where they work/completed internships
- Yellow Pages online?
- Seek – companies advertising for paid roles
- Consider competitors, suppliers, clients, etc.
- Consider leads from career expos, other sessions you've been to, etc.

Note: They don't have to have an internship program!



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Introducing Self - Creating your elevator pitch

Who you are	Hook the listeners attention so they want to learn more! Provide context to make the pitch relevant to them. What are you studying?
What you do	Perhaps a recent project you worked on, previous or current job roles, or interesting responsibilities. Keep it relevant to the listener (and free from jargon, etc).
Your unique USPs	What unique selling points (or qualities) do you have that might benefit the listener? What achievements do you have?
Your goals	What are you looking for? Gentle, effective persuasion (don't sound desperate)

**60-90
seconds!**



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Introducing Self - Creating your elevator pitch

Example:

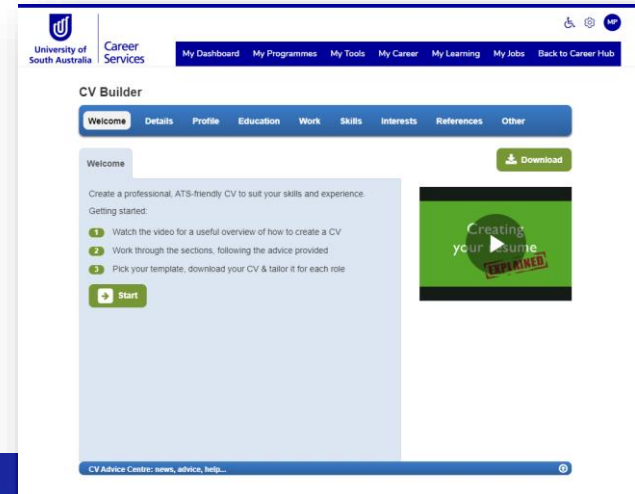
Your name	My name is Maple Jones
What you've been doing – study and work	I am a Mechanical Engineering student with a strong interest in the energy sector. In my most recent position, I had the opportunity to work on a significant project where I.... Through my degree, I've learnt a lot about... I have experience in...
What you're looking to do	I am currently seeking placement or internship opportunities to assist me in achieving my career goals.
Ask questions	Who might be the best person to talk to about this? Do you have a structured internship program? Would you consider hosting me for a placement for up to 20 days?



You need a resume...

Visit www.unisa.edu.au/selfhelpcareerresources:

- If you don't have a resume at all, try using the online **CV Builder tool**
- Use **CV360** to review your resume, and get individualised feedback
- Other templates available in **CDL Module 3** (available at www.unisa.edu.au/cdlprogram)



Things to Check on your Resume

- Good use of white space?
- Consistent, appropriate fonts
- Headings and sub headings
- Easy to read
- Visually appealing
- Bullet points/short paragraphs
- Most important info given prominence?
- Is there a logical order?
- Are key competencies persuasively communicated on page 1?
- Is your purpose and focus clear?
- Does each responsibility have a verb?
- Are unnecessary personal details included?
- Are dates of your experience clear?
- Are the interests listed appropriate?
- Is the selection of referees appropriate?
- Are there spelling/grammatical errors?
- Are there obvious key words?
- Are there powerful verbs and meaningful adjectives?
- Have you avoided “I” and “my”?

Adapted from “Resume Checklist” by Michelle Harvey, 2017.

Cover Letter – Expression of Interest

- Be clear about what you are looking for
- Highlight study areas
- Highlight key strengths
- Provide contact information

Own Name
Address
Telephone number
Mobile
Email

Date

Recruitment Consultant's Name / HR Manager's Name
Consultant's Title
Company
Address

Dear Mr/Ms.....,

I became aware of your company recently through a former colleague of mine who is currently working for you, Joe Bloggs. Upon learning more about your organisation I feel strongly that it aligns with some of my own interests/values/etc., and as such I felt to send you an expression of interest for undertaking a placement or internship.

I am currently studying..... at the University of South Australia, and as part of my degree am required to complete a placement of up to 20 days. I have a strong understanding of... and experience in...

Some of my key strengths include:

-
-
-
-

My resume is attached for your consideration.

As a student, I'm particularly keen to learn from your organisation, and put some of the theory I have learnt in my degree into practice. Should you have the ability to host me for an internship of any kind, I'd be very keen to speak with you about my situation further.

I look forward to the opportunity to meet with you and can be contacted by mobile on xxxx xxx xxx, or by email on@..... Thank you.

Kind regards,

Preferred name and family name

Alternatives

- Casual work
- Volunteer Work
 - www.volunteer.com.au
 - www.volunteeringsa-nt.org.au



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Feel Like You're Not Getting Anywhere?

- Are you targeting appropriate internships?
- Are you only relying on advertised opportunities?
- How's your resume and cover letters looking?
- Have you considered the alternative options? (These might be an 'unofficial' pre-requisite!)



What happens once you secure an opportunity?

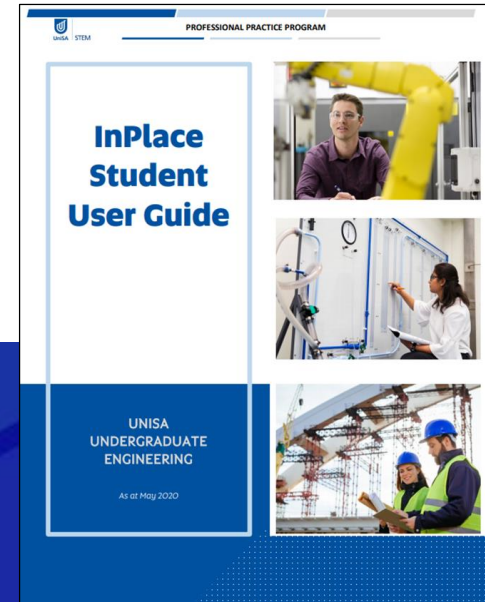
If you want these hours to be counted towards your Professional Practice Program requirement, you will need to:

- Complete the WHS Module 'Undertaking a Safe Student Placement'
- Complete, and have signed, a Project Proposal for In-Industry Experience Form and a UniSA Insurance Form (FS23)
- Complete a BTR for opportunities that are taking place outside of Metropolitan Adelaide
- Upload all information into InPlace
- **Await approval before commencing the opportunity**



Where do I get more information on the process to follow?

- Visit the PPP Learn online site – access this through your Program Page
- Review the processes outlined in the ***InPlace Student User Guide*** which is found on the site



Q & A

Career Services



Careers Advice

- Book a 30 min one-on-one appointments with a Careers Adviser (www.unisacareerhub.unisa.edu.au/students/appointments/app/)
- See all available Drop In Sessions



Finding Work

- Access UniSA CareerHub (www.unisacareerhub.unisa.edu.au)
- Links to a range of job boards



Events and Workshops

- See all upcoming events and workshops. (www.unisacareerhub.unisa.edu.au/students/events)



Self Help Career Resources

- Access an extensive suite of online resources that will help and guide you through your career journey. (www.unisa.edu.au/selfhelpcareerresources)

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