

## Example internship advertisement

### Paid internship opportunity for bright, curious, versatile final year student

#### @ Sp•t collective

#### Trend spotting with a conscience

Sp•t collective works with social entrepreneurs to analyse consumer behaviour and upcoming trends and spot gaps that are just asking to be filled. **All our projects focus on the key issues of environmental sustainability, social responsibility, and community engagement.** We have recently expanded into talent spotting and are building a new team to spot the right people for key social enterprise and community-based roles across New Zealand and beyond.

To support our new team we are on the lookout for an intern who can help develop our talent spotting project. This is super-busy PAID role for a fixed period and could potentially turn into a permanent role for the right person. Ideally you will be a new graduate or nearing graduation, but we are flexible. If you have the right skills, we'd love to hear from you. Do you.

- have the **research skills** to surface, analyse and synthesise key information?
- have good **data literacy**- know your way round a spreadsheet and have some experience with **data analytics**
- have the **interpersonal skills** to communicate with clarity and ease with people from a wide range of cultural backgrounds. Our talent spotting team have international connections, so you need to be **culturally astute** and able to **organise and run MS teams/Zoom meetings**
- work **productively in team environments**
- have **initiative** and the confidence to **propose new ideas** and ways of doing things
- have the **resilience** to cope with setbacks? things don't always go as planned at Sp•t
- have **superb organisation and time management skills** along with the **flexibility** to work different hours on different days? No two days will be the same. One day may be 8am to 5pm and the next may be 11am to 7pm.
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In short, you need to be **versatile, communicate well, write well, and work well with others.** It will also help if you are insatiably curious and good at asking the right questions.

Graduates of all disciplines are welcome to apply- it's all about your attitude and skills not your subjects studied.

Send us your CV today.

## Example CV for internship application

### Lucky Fortune

Contact: Email: [luckyfortune@gmail.com](mailto:luckyfortune@gmail.com) or Phone: 0220978797 [this is all you need- no street address]

#### Profile:

Final year University of Jobtown student majoring in Economics and Global Studies and undertaking volunteer roles in my community as well as 12 hours paid employment each week in footwear retail. My career goal is to apply my education and experience to work focusing on community development and social justice. My immediate goal is to develop my skills in an internship setting and learn more about sustainable and community-based business practice. [be succinct and factual. Avoid vagueness and waffle]

#### Education [NO high school]

**2022-current** (expected completion November 2025): Studying toward a conjoint Bachelor of Business and Arts (Economics and Global Studies), University of Jobtown.

#### Key relevant university courses and projects include. [aligning with values]

- **Course:** Social Indicators of Growth (3<sup>rd</sup> year)
- **Course:** Economics of Sustainability (2<sup>nd</sup> year)
- **Project:** Reducing Street Litter- (3<sup>rd</sup> year team project in which we investigated nudge theory and applied design thinking to research and design a model nudging people to use litter bins instead of dropping their waste) [research]

#### Technical Skills for Internship [show only relevant technical skills here]

- **MS Excel:** intermediate level competence through use of spreadsheets to manage information. Use pivot tables to analyse macro-economic data in course work [data literacy and analytics]
- **Google Analytics:** learned through self-study and applied to analyse Dog Rescue Centre website data [data literacy and analytics]
- Advanced competence with **MS teams and zoom** through daily use in own on-line education during pandemic lockdowns and current volunteer work settings. [MS teams and Zoom]

#### Relevant Experience for Internship [show interpersonal skills here- via action verb bullet points]

##### December 2023-current: Retail Assistant; Jobs Active Footwear (12 hours/week)

- **Learned** all aspects of active footwear analysis to properly fit customers to right shoe for their activity and gait pattern.
- **Promoted** to 2<sup>nd</sup> in charge for weekend shifts after six months in role.
- **Created** and run **Jobs Active** sweepstake every week- (Employees can predict how many of each types of shoe will sell during the week with closest predictions getting store credit rewards). [shows initiative]

**September 2023-current: Dog Walker and Social Media Coordinator** (volunteer 3-4 hours/week): **Jobtown Dog Rescue Centre (JobDogs)**

- **Train** and walk up to three dogs at one time.
- **Manage JobDogs** social media account to assist with re-homing dogs. Includes applying Google analytics to track views and adoption statistics.
- **Create Instagram dog profiles/posters** to attract potential dog adopters.

**2023-current: Playground Supervisor** (volunteer 6 hours/week: Jobtown Primary School Afterschool Programme 6-9 years)

- **Plan** activities and supervise up to 12 children in school playground from 3-5pm during school terms [organisation & planning]
- **Communicate** and report to school management team, parents via phone, email and in person [communication]
- **Completed** Certificates in Outdoor Safety and First Aid and maintain strict health and safety standards to avoid injury and other incidents.

**Interests and Activities** [paint a picture in words of who you are as a person & align with values and role- avoid vagueness and waffle]

When not completing University courses, working, or volunteering, I upskill myself in social media techniques and work on my own creative projects. I have taught myself how to use Canva and am currently taking a photography course to improve my 'dog shots' to give unwanted dogs a better chance of finding a forever home. [initiative]

Social justice and the environment are super-important to me as a young person who wants to live in a future world with more equitable distribution of resources and living environments, and I read widely about these issues. [alignment to values]. I also enjoy travel and language learning and am currently learning Indonesian to prepare for a 5-day trek in Borneo followed by 7 days travelling in Java [cultural awareness]

[referees not necessary on CVs as you will be asked to provide these following an interview. **For this course the convenor is your referee**]

**NOTE** that all yellow highlights in the CV above are for your reference to show linking skills/values/experience back to the advertised role. They would not be in the final draft.