

How do I apply for an internship?

Guideline for exchange students

An application usually contains:

- A cover letter
- A curriculum vitae (and maybe a photograph)
- *Potentially*: Qualifications, confirmations detailing your volunteer work or other social engagements, references

1) The Cover Letter

You can contact your intended internship organization through email or by post.

Ideally you'd call or mail your intended internship organization on whether they even offer internships and who you should be contacting.

What should your cover letter contain?

- Mention being enrolled as an exchange student at Alice Salomon Hochschule Berlin during your internship
- Desired period of your internship
- How did you find your intended place of internship (Internet research/ASH contacts, etc.)
- Collect as much information about your place of internship as you can. Why are you applying there? What interests you in this field in particular? Who is the target clientele? Why do you want to work with them?
- Do you have any work experience in this field of work/with this clientele? How does work with this clientele/this field look in your home country?
- What are your strengths and interests? What is the focus of your studies and research interests?
- What makes you a good fit for your desired internship?
- Is there a way for them to get to know you beforehand?(Phone/Mail/Skype/or a visit to Berlin before your internship starts)

Further Information: <http://www.ash-berlin.eu/studienangebot/karriereplanung/job/> (Only in German)

2) The Curriculum Vitae

A CV should contain:

- Personal Data
- Education and important events in your studies
- Job experiences and internships
- Foreign language skills, computer skills, further special skills
- Extra-curricular activities/volunteering/hobbies

You can include a picture. (*According to German law, an employer is not allowed to ask for pictures or base their decision on them*).

You can find a sample CV on the following page.

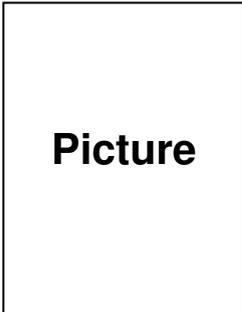
3) Further Recommendations

- If you choose to mention volunteering or something similar in your CV it makes sense to add proof, such as a certificate from the organization you volunteered for.
- Please pay attention to which information is relevant to the internship you're applying for: Computer skills, for example, might not be relevant and might make your application too long. Consider adding references instead (for example from previous internships).
- Some internships might ask for a certificate of conduct or a health certificate. Those don't have to be included in the application usually, but can be presented at the start of the internship. The International Office is happy to supply information on how to procure these documents.

Curriculum Vitae

Personal Data

Name: Erika Erasmus
Address: Random Street1
12345 Randomville
Country: erika.erasmus@12.net
Email address: +12 0123 – 45678
Phone number: Spain
Citizenship(s): 12. April 1987, Paris
Date and place of birth:



Picture

Education

2010 – 2012 Social Work (B.A.) at Random University, currently in my second year

2008 – 2010 Nursery school teacher training at St. Random's School

1996 – 2008 Randomville Highschool, graduated with: A-Levels

1992-1996 Randomville Primary School

Internships/Job experience

October 2010 – December 2010 Internship at Flower nursery school: Working with children with learning difficulties

2006 - 2008 Freelance work on trips with the non-profit Vacation Trip Society

Language Skills

English (B2)
Turkish (A2)

Computer Skills

Word, Excel, PowerPoint;
Basic knowledge in film editing

Hobbies/Activities

- Since 2009: Volunteer work at the non-profit Asylum Association (Organisation of workshops and concerts)
- Rock climbing (climbing certificate 123)