

Access to Internships

How To Arrange A Paid Internship



This guide is designed to help you arrange a paid internship in the UK with a small-medium sized business (SME), charity or statutory organisation. The guide contains lots of information to help you with every aspect of arranging an internship; from determining what you want to do right through to contacting the employer and being offered an internship.

Arranging your own internship is not as daunting as it sounds. To be successful in arranging a paid internship we recommend completing the following 5 main steps:

1. Identify your internship career sector and role
2. Identify potential internship organisations to approach
3. Identify key contacts to approach in the organisations
4. Approach the contacts speculatively (see template letters below) to ask for a paid role, detailing the funding requirements.
5. Apply for A2I funding, once you have received a positive response from an organisation and received confirmation that they are happy to partake in the scheme.

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Introduction

Paid Internships develops your work experience and enhances your employability skills, they also allow you to try out different career roles aiding your career development.

"Internships will often make you stand out. Employers know that a taste of the commercial world will sharply reduce the learning curve when you join the workforce full-time"

Enterprise Rent-A-Car, 2013

Identifying your Internship Career Sector and Role

Some people will have a very clear idea of what they want to do, for others it will not be so clear cut. The choices you make now are important but will not always restrict your future prospects, so don't panic; most people change their career several times, often quite soon after graduation! It's a good idea, however, to start thinking about your career, as this will help you make informed decisions about the types of internship and experiences that can benefit your career development and put you in the right direction to arrange your own internship!



Initial Careers Research:

If you're not sure where to start the Prospects '[Career Planner](#)' questionnaire matches your skills and personalities to more than 400 job profiles, alternatively the '[Job Match](#)' questionnaire offers recommendations on what jobs could suit you based on your skills and interests. You can also check out what other University of Exeter graduates have done with a similar degree and get tips and advice about following in their footsteps at '[what can I do with my degree](#)'. Prospects also offer a wide range of jobs that are directly related to your degree. Talking and listening to people involved in different types of work can also be valuable. You can do this by networking and attending careers fairs or employer presentations. You can see all the upcoming events on the Career Zone's '[What's on?](#)' pages.

Did you know Job Roles, Occupations and Sectors can be different? For example, you could be working as an 'Equality and Diversity Officer' (Job Role), in the HR team (Occupation) in an Engineering company (Sector). To find detailed information about a role, sector or occupations see the great resources below:

- [Prospects Job Sectors](#)
- [The University of Exeter's Employment Sector Information](#)
- [Total Professions Career Sectors](#)

TIP: Take note of specific roles and duties that interests you as this will help when choosing potential employers and the types of projects or work that you could undertake when arranging an internship.

Values:

Your values are the principles that you, society, or an organisation believe are important, which in turn influence attitude and behaviour and subsequently affect happiness, motivation and ambition. As such, your beliefs are a factor to reflect upon when making your career choice. Ask yourself what do you value that you want to see in your workplace. For example, do you want a career that prioritises helping people over making a lot of money? Do you

want a role that allows you to express your green principles? For more help on what really motivates you try the [motivation test](#).

Personal Qualities:

What are your strongest personal qualities? Most employers are looking for enthusiasm, confidence and the ability to fit in. If you are not sure what your strongest qualities are, try the [BBC's personality test](#) or try the personality type indicator: [Myers Briggs](#).

Interests and Preferences:

Societies, voluntary work and hobbies all indicate what you are interested in. Check out the ['Skills Health Check'](#) which can provide career ideas related to your specified areas of interest.

It is important to reflect upon where your interests originate. Have you come to that decision because you have a genuine interest, some knowledge, the right skills and perhaps some experience of that job role? Some people find that their careers choices have been influenced by other factors e.g. family pressure, a lack of self confidence or financial lure or need. Remember, to achieve happiness and flow in your working life you will need to choose a career that suits you.

Knowledge:

Do you have any specialist or technical knowledge that you can bring to the workplace?

Experience:

What do you know about the careers that you are interested in? Have you undertaken any work experience to get a better idea of what these job roles involve? Don't forget, just because someone you know has had a bad experience of that career, it does not mean that it might not suit you perfectly. If you do not know anyone who has experience of your chosen job role, perhaps you might like to use [Ask An Alum](#) which puts you in contact with an alumnus from the University of Exeter.

Location:

Clearly, there are some careers that do not offer employment in certain locations for example; it is unlikely to find work in high fashion in Scotland. You also need to ask the question, where do you want or need to live? This will affect your options, unless you consider self-employment.

Self-Employment and Student Start-Ups:

There are lots of different reasons why University of Exeter students and graduates may want to work for themselves. It could be to do with the nature of the sector you are interested in working in, your preferred working style or the flexibility you need due to your personal circumstances. You can find lots of advice and guidance about working for yourself [here](#). The University also offers award-winning information and advice on enterprise and entrepreneurship, to find out more visit the [student start-ups website](#).

Skills:

What comes naturally to you and what have you worked really hard at in order to do? If you are not sure what your strongest skills are, why not undertake a [skills audit](#)?

Salary:

How much would you like to work for? How much can you afford to work for? The average graduate starting salary in 2017 was £30,000 however this figure is often skewed by sectors that offer high salaries for example; some graduate entry roles in finance can be over £40,000 per annum and top engineering & industrial companies can offer over £60,000. You can see the average graduate starting salary filtered by course, on the [Complete University Guide](#).

Organisational Size, Culture and Type:

Ask yourself the following questions.

- What **size** of organisation do you want to work for? Maybe a micro business (1-10 employees), an SME (10-250 employees) or a large organisation (250+ employees)?
- What organisational **culture** would suit you? Culture includes the organisation's vision, shared values and beliefs. As a result, strong collective thinking, feeling and behaviours develop. Do I want an organisation that has rigid rules or is more informal? What compromises am I prepared to make?
- What **type** of organisation do you want to work for? Maybe a charity, local business or multi-national firm?

Identifying Internship Employers

Unadvertised Internships and Vacancies

It is estimated that up to 30% of jobs in the South West are not publically advertised and are only accessed through the 'hidden jobs market'. Small-to-medium sized enterprises (SMEs) are a great option when it comes to hidden opportunities. While big companies tend to advertise formal internship and work placement schemes, SMEs generally rely on word of mouth and speculative applications. There are 4 main ways in which you can search for unadvertised vacancies:

1. Employer Directories:

Using Employer Directories can allow you to search directly for companies or charities by location and sector:

- [Yell.com](#) - Is the simplest way to search for companies by location and sector.
- [University of Exeter Libguides: Researching Companies](#) - A quick guide to introduce you to researching companies and organisations includes access to FAME; Orbis; Filing Access; Statista and Companies House.
- [Kompass](#) - Enables you to search for companies by a multitude of searches including, Sector, Location and number of employees.
- [Charity Choice](#) – Is the best way to find a registered UK charity, you can search by sector, interest or location.

2. Professional Bodies:

A professional body (also called a professional association, professional institute, professional organisation, or professional society) is a non-profit organisation seeking to further a particular profession, the interests of the individuals engaged in that profession and the public interest. Most professions are represented by a professional body and are responsible for providing a code of conduct for their members.

You can contact these bodies to ask for help with your job seeking or find contacts to network with. Sometimes they know which of their members are looking for new employees or interns. They may also be able to tell you about current trends in the industry, which may affect the way you job-seek.

The government have published a list of approved professional bodies which can be found [here](#).

3. Networking:

Your own contacts:

- Friends, family and others - You may not know someone in your chosen career area, but someone you know might! Make sure you ask all your contacts even your academics, if they can put you in touch with people they know.
- Existing employers - You may currently or previously have had a low skilled, part-time or holiday role. If you think the employer can offer you a more skilled position, develop a proposal of what you would like to do and why you can do it. You could then make your approach to them and arrange a time to meet and discuss further.

Local Networking Events:

- Look for local networking events in your area that you can attend to meet potential employers in person.

If you need help or advice with learning how to network effectively the Career Zone's '[Help with Networking](#)' [pages](#) outlines the various ways we can help, including appointments, events and resources.

4. Social Media:

Do you have a [LinkedIn](#) profile or professional [Twitter](#) account? LinkedIn is currently the foremost business networking site. It's an ideal way to network across different sectors, look for and talk to potential employers but more importantly talk directly to key stake holders and decision makers in organisations of interest. Twitter is also great for professional networking, looking at current trends in your career sector of interest and even job hunting. If used wisely it can really help you access inside information on a sector. Both mediums allow you to build up your professional network of contacts and employers and follow companies that are of interest to you.

A word of caution - 'Googling' prospective candidates is a relatively common practice amongst employers and you should be mindful of any potentially damaging information about yourself that might be online. The University's [Social Media Conduct Guide](#) provides further advice.

Advertised Internships and Vacancies

There are 6 main ways in which you can search for advertised vacancies:

1. Careers and Recruitment Websites:

- [Prospects job search](#)
- [Grad South West](#)
- ['Find a Job' Service](#)
- [Beetroot.com](#)
- [Instant-Impact](#)
- [Target Jobs](#)
- [Total Professions](#)
- [Inspiring Interns](#)
- [Milkround](#)

Other Graduate Recruitment Websites include:

- [University of Exeter's GBP Scheme](#)
- [GRB](#)
- [Aspire](#)
- [Grad Jobs](#)
- [The Guardian Jobs](#)
- [Graduate-jobs](#)
- [British Graduate Jobs](#)

2. Graduate Recruitment Websites by Region:

- North East: [South Tyneside Council](#)
- East Midlands: [East Midlands Jobs](#)
- South East: [JobsinSoutheast](#)
- Wales: [Jobs in Wales](#)
- North West: [Liverpool City Council](#)
- West Midlands: [Birmingham City Council](#)
- South West: [Gradsouthwest.com](#)
- Scotland: [My Job Scotland](#)

3. Recruitment Agencies:

Recruitment Agencies offer temporary and permanent roles. To find a recruitment agency in sector and location of your choice visit: www.agencycentral.co.uk.

Other Recruitment Websites:

National:

- [Fresh Minds](#)
- [Totaljobs](#)
- [National Careers Service](#)
- [CV Library](#)
- [Reed](#)
- [Indeed](#)
- [Gumtree](#)
- [Fish4jobs](#)
- [Adecco](#)
- [Monster](#)
- [Jobsite](#)
- [Huntress](#)
- [Blue Arrow](#)
- [Office Angels](#)

Local:

- [Penguin Consultants](#)
- [Backline](#)
- [Cathedral Appointments](#)
- [Lloyd Barnes Accountancy Recruitment](#)

4. Major Employers:

Most major companies will promote their recruitment opportunities, often through their own website. You can also find large employers on local council's websites.

Please note, if you would like to apply for Access to Internship (A2I) funding, to help your internship employer with the costs of the internship than the company must be a UK; SME, registered charity or Statutory organisation.

5. Trade Publications:

AKA 'Industry Magazines', these usually have job vacancies in their back pages. You can find a list of UK publications [here](#) or worldwide publications [here](#).

6. Papers:

You will be surprised by how many companies still use the old fashioned way of advertising jobs. To find your local newspaper search [here](#).

Arranging an Internship and Approaching Organisations Speculatively

Making a [speculative application](#) simply means getting in touch with an organisation to ask whether they have a suitable job for you, despite the fact that they aren't advertising a particular vacancy. It usually involves sending a cover email/letter and a CV.

Speculative applications provide a direct route into the company and making contact with recruiters can often lead to Internships opportunities or even Temporary or Permanent work. Even if it turns out there isn't a job available, your positive approach may impress the employer sufficiently that they'll bear you in mind for future vacancies that arise.

How to make the Approach

We would recommend that you send your 'speculative letter' in the body of an email and attach your CV. The method of communication can however depend on how you usually communicate with the contact for instance; you may want to consider approaching a contact in person or via the telephone if this is your normal method of communication.

In order to reach somebody with hiring authority and/or to increase your chances of getting a response, make sure you send your application to a named contact. If you can't find the relevant contact information on the company website, try searching LinkedIn or make a phone call to ask who is in charge of recruitment in the company. Always be polite in your dealings with the employer.

Preparing the Speculative Covering Letter and CV

Your speculative letter and CV must be **tailored to each company**. You should set out in simple terms what you are looking for and why you have chosen them, then highlight your relevant skills and experiences. The emphasis should be on what you can bring to the company, not what they can do for you. Your CV also has to be flawless, remember it is your own personal advertisement and as such it should show you off to your best advantage.

At the bottom of this guide we have included a template speculative letter that you can tailor and send to a prospective employer. It is not essential that you use this template, but please include the internship requirements as detailed on the [A2I website](#), in your communications with a potential employer.

Your letter/email should include:

- a) An introductory paragraph summarising yourself and why you are writing to the employer.
- b) Why you chose the company; what you could bring to the company; recognition of their markets, or other examples of commercial awareness and how you could fit in.
- c) What can you do for them? It's best when you give specific examples such as a project or role that you could do for them. If you cannot think of specific project ideas, be generic, for example you are keen to undertake any challenging project or short-term role.
- d) A paragraph about your skills to draw the reader into your CV, ensuring you use the top 3 key skills needed for the job you are applying for. Remember, skills demonstrate how you can do the job.
- e) Paragraph about University of Exeter Access to Internships scheme.
- f) Your availability.

Once you have drafted a CV and covering letter you can book an [appointment](#) with the Career Zone to get it checked, so you can be confident that you have marketed yourself in the best way possible.

Further information and advice on constructing covering letters and a CV's can be found:

- On the University of Exeter's Career Zone webpages: [Help with CVs, Cover Letter and Applications](#)
- On the Prospects website: [How to Write a Speculative Application](#)

- On the Oxford Dictionaries website: [Writing a CV/Resume](#)

Following up your Approach

It is perfectly acceptable to follow up your approach, providing you have left a sufficient amount of time between your initial contact, we recommend around 1-2 weeks. To follow up you can call, visit or email and ask if they have had time to consider your speculative application. If applicable remind them of the funding they may be eligible for and ask if you could possibly attend an interview. Remember to always be courteous in your correspondence and thank people for their time regardless of whether they can take your enquiry further or not.

At the bottom of this guide we have included a checklist for Speculative Phone Calls and possible Questions you could ask when following up an approach.

Arranging an Internship at the University of Exeter

Arranging an internship at the University of Exeter with a department or academic is slightly different to arranging an internship with an external company. We recommend completing the following 3 steps to arrange an internship at the University of Exeter.

1. Identify University of Exeter Departments

You can identify University of Exeter Colleges, Research Institutes or Professional Services [here](#) that you may like to undertake an internship with. Alternatively, you may already have an academic or department in mind that you would like to approach, this is also fine.

2. Identifying University of Exeter Contacts

In order to reach somebody with hiring authority and to increase your chances of getting a response, make sure you send your application to a named contact. If you do not know a contact to approach for instance, if you are approaching a department or academic area away from your degree field, then you can also find contacts on the University's [department webpages](#). Once you have clicked into a department you will often see 'Our People' or 'Contact us' at the top of the webpage. This should provide you with a few contacts to start approaching.

3. Approaching the Contact Speculatively

Making the approach will differ depending if you know the contact, for example if you are approaching your lecturer about securing an internship consider how you usually communicate most effectively with that person whether by phone, Microsoft Teams or face to face. Otherwise, we would recommend emailing your speculative letter and CV.

At the bottom of this guide we have included a template speculative letter specifically for creating an internship at the University that you can use. It is not essential that you use this template, but please include the internship requirements as detailed on the [A2I website](#), in your communications with a potential employer.

Once you have drafted a CV and covering letter you can book an [appointment](#) with the Career Zone to get it checked, so you can be confident that you have marketed yourself in the best way possible.

Further information and advice on constructing covering letters and a CV's can be found:

- On the University of Exeter's Career Zone webpages: [Help with CVs, Cover Letter and Applications](#)
- On the Prospects website: [How to Write a Speculative Application](#)
- On the Oxford Dictionaries website: [Writing a CV/Resume](#)

Applying for A2I Funding

In order to apply for funding you must have your internship arranged and have checked that the internship and the internship organisation is eligible for the funding. For further information about the funding and how you can apply please visit the [A2I webpages](#).

Preparing for your Interview

Hopefully you will receive a positive response from your speculative applications either inviting you in for a 'chat' or for a more formal interview. Although a 'chat' may sound nice and friendly it should still be treated as an interview - this is your opportunity to sell yourself so make sure that you dress and behave appropriately. See below for top tips to prepare for an interview:

- **Analyse the job description** (if you have one) to identify key requirements and the competencies you'll need to demonstrate.
- **Research occupational profiles** on Prospects.ac.uk to gain an accurate understanding of the role, and talk to any contacts within the industry.
- **Research the organisation** as much as possible through their website, brochure and directory entries. Look out for press and journal reports but be careful with less favourable or controversial viewpoints. Consider their aims, culture, markets and competitors. This is commercial awareness.
- **Consider what is happening in the economy and current affairs** in the UK and beyond. Events will affect markets, demand or policies in many job areas including business and the public sector. Many employers will seek your opinions at interview to test your grasp of issues and how you formulate a point of view. The wider setting for a business is also commercial awareness.

Appearance at Interview:

Employers always expect an applicant to look professional. The idea of clothes being a factor in your success can be a worry and employers sometimes give mixed messages on acceptable styles. Unless you have specific instructions otherwise then smart and formal remains the best option.

Take some time over subtle details such as shoes and colour because you are your best visual aid. The combination of feeling physically comfortable and appropriately dressed can boost your confidence to make a good first impression. See our guide on [what to wear at interviews](#) for useful tips.

Make a Good Impression:

It is important to realise that there is still a major subjective element in any interview situation. How you come across can be just as important as what you say. Interviewers know that first impressions are not everything but will often admit to the first few minutes of the interview being crucial to their decision. They may also be asking themselves questions such as 'can we let them loose on important clients' and 'will they make the tea on an "all-nighter"?'

Be polite and attentive to everyone you meet at the organisation, particularly reception staff and recent recruits who might give you the official tour. Make a good start to the interview by meeting the interviewer, shaking hands and waiting to be offered the 'Hot Seat'.

A Candidate with Attitude:

It is also good to consider your approach and feelings towards the interview.

- Be positive, do not criticise or apologise for yourself
- Present an enthusiastic and upbeat approach
- Be as natural as possible

- Be honest and show that you have the qualities they seek however; you can admit to not yet being perfect. If you don't have all the facts at your fingertips try to move on to safer ground.

Interview Questions and Practice:

Practice and preparation are key to ensuring that you sell yourself effectively at interview. A list of questions that students and graduates have been asked can be found on our website: [Questions from interviews](#).

The [Career Zone](#) offers mock interviews, by appointment only, so you can practice. Alternatively, look out for interview experience sessions as part of the Exeter Award or [Employer Mock Interviews](#) - A great opportunity to practice your interview skills with employers.

Face-to-Face Tips:

- Smile! It is important to seem friendly as well as professional
- Panel interview- prepare to be interviewed by more than one person
- Take examples of your work - physical evidence of what you can do might be a deciding factor for your employer

Telephone Tips:

- Make sure the employer can hear the enthusiasm in your voice
- Ensure your phone has sufficient battery life
- Conduct the interview from a quiet location

Video Tips:

- Use a dedicated microphone
- Ensure you have a professional username
- Think about lighting
- Consider the state of the room you are in
- Have a notepad at the ready
- Dress for an interview

Click [here](#) for more video and Skype interview advice.

Negotiating Payment and your Wages

Talking about money can be difficult subject and can sometimes feel a bit awkward, so it's not surprising that the idea of negotiating your wages with a possible employer may seem daunting. However just remember that salary negotiating is a normal part of business, think of it as a fair relationship between you and your new employer.

To work out what salary you should ask for, you need to consider what the going rates are for your chosen; job role, sector, location plus your ability and experience.

Top Tips:

- **Research Salaries** - Consider the location, how well the industry and/or the company are doing and the demand for the job.
- **Evidence** - Why your work is worth the money.
- **Aim High to Begin** - It's easier to lose ground than gain.
- **Give Concessions Reluctantly** - Acknowledge by thanking the other side when they have granted a concession.
- **Make Proposals** - Use open-ended questions for example, 'how can we take this forward'?
- **Dealing with stone-walls** – Negotiating is especially difficult when facing challenges, consider using phrases such as *"what would need to happen for you to..."*

Examples of how to Negotiate your Wage:

- "A typical salary for this role, in this area, with my skill set is..."
- "I would be happy to negotiate my salary with you should I be offered the position."
- "I am thinking of a salary range of £25,000 to £30,000"
- "I would really like to accept the job offer. Can I ask what salary are you offering please?"
- If offered bottom of the range... "I was thinking of a higher starting salary because..."
- What salary are you proposing?....."I would like a figure in the middle of the range/towards the top of the range. What are you able to offer? I was considering a starting salary of £22,000?"

When you are offered an Internship

If you are offered an internship there will be a number of things to consider before deciding whether to accept or reject the offer.

- Is it the right internship for me? You may have been offered an internship in a different role to the one you applied for. You will need to think about whether the experience will still be worthwhile.
- Am I likely to get any other offers? Once you have accepted an offer of an internship it is not acceptable practice to then renege on the agreement in favour of a later offer. Often organisations will have invested in terms of finance and time to accommodate an internship.
- Is it paid or unpaid? The University of Exeter and the National Minimum Wage Guidelines do not agree with unpaid work and as such advises that if a student is 'employed' then they should be paid. The only time you could be working in an unpaid capacity is if you are undertaking a placement as part of your degree or working for a Charity or a statutory organisation as these have different rules. Further details about the National Minimum Wage and Living Wage can be found on the [government website](#).
- Is the organisation I am working for reputable and does it have good standards of practice? It is advisable to check that you will have appropriate training for your role, and that necessary health and safety procedures are in place. This can be done at interview stage or once an offer has been made. If you are at all unsure then seek advice from the [Career Zone](#), prior to making your decision.
- The employment contract - this should be considered very carefully. It is what you are committing yourself to for the duration of your internship. This is where you will learn the details and expected duties of your role, NB (most job descriptions include the phrase '*and any duties commensurate with the post*', this is standard and allows the employer to include extra tasks as they arise). For those internships secured using the Access to Internships (A2I) scheme, a contract of agreement will also be required between you, the Employer and the University which we will provide.

Contacting us

It is important to remember that Access to Internships (A2I) and the Career Zone Team are available throughout term time and vacation periods to help answer any queries or problems you may come across on your internship. You can contact us on the following:

Access to Internships: A2I@exeter.ac.uk

Career Zone: Careers@exeter.ac.uk or 01392 72 4493

Speculative Letter Templates

We recommend that you insert your speculative letter into the body of your email and attach your CV.

Template for an External Company:

Dear XXX (Name of identified contact),

An introductory paragraph summarising you and why you are writing to the employer. Highlight your unique selling point, whether this is your experience, your degree, personal qualities and what you are asking for. If you are enquiring about a creative role, you may wish to be more creative in your introduction!

e.g. As a Law student at the University of Exeter, I am seeking a paid internship this summer before returning to my studies in late September.

e.g. As a Politics graduate of the University of Exeter with experience in business administration, I am now seeking a role as a Business Consultant.

Explain why you chose the company; what you could bring to the company; recognition of their markets, or other examples of commercial awareness and how you could fit in

e.g. I am very keen to work for 'XXX Ltd' as you have a reputation for being a leader in the legal sector. I am responsible and highly motivated with a desire to achieve positive results for your business.

e.g. I would welcome the opportunity to work for 'XXX Ltd as you are a long-established, reputable, local SME, as recognised in the local business awards 2018. I am a diligent problem solver committed to making a measureable difference to your business.

e.g. Confronted with challenging times in the industry, XXXX continues to maintain a leading international position. I am committed to being part of this changing industry, helping it adapt and grow.

What can you do for them? Where possible, provide specific project ideas.

e.g. I am particularly interested in Family Law and would be keen to undertake any tasks you need to be completed, such as researching cases and preparing legal documents.

e.g. As part of my degree I have studied economic power relationships between nations and believe this knowledge to be relevant as it can be applied to international clients served by your company.

If you cannot think of specific project ideas, be generic

e.g. I am keen to undertake any challenging project or short-term role that will bring measureable benefit to your business and will utilise my knowledge, skills and experience.

Paragraph about your skills to draw the reader into your CV, ensuring you use the top 3 key skills needed for the job you are applying for. Remember, skills demonstrate how you can do the job

e.g. I have a strong skill set, including languages, teamwork and communication, as evidenced in my attached CV.

e.g. I have transferable skill set including analytical thinking, research and leadership skills, for more information on these, please see my attached CV.

e.g. I have a relevant skill set, including excellent communication, networking and negotiation skills, as you can see from my attached CV.

Paragraph about University of Exeter Access to Internships scheme (If we are providing funding to the company)

e.g. It may interest you to know that as a student of the University of Exeter, I am eligible for their Access to Internships Scheme. The aim of this scheme is to help offset the cost of hiring an intern by subsidising the employer. If you were to employ me for 4 weeks (140 hours, if part-time) and pay me at least £10.90 per hour through your organisations payroll system then the University may be able to offer your organisation a subsidy of £ 1,635 (no VAT). You can read more about the scheme,

including eligibility criteria and the terms and conditions at: www.exeter.ac.uk/employers/subsidies. If you are interested in the subsidy, I would be happy to contact the University's [Employer Engagement and Student Employment](#) Team to reserve a subsidy for you.

Availability

I am available to work for XX weeks between XXX – XXX. I can be contacted on 07XXXXXX should you wish to discuss my proposal further.

I look forward to receiving your response.

Kind Regards,

Your Name.

Template for University of Exeter Academic or Professional Service.

Dear XXX (Name of identified contact),

An introductory paragraph summarising the employer subsidy offer.

E.g. As a second year Law student at the University of Exeter, I am seeking a full-time 4-week OR part-time 140 hour paid internship, this summer with your department. The University's [Employer Engagement and Student Employment](#) team is offering funding to cover the full-costs of my internship, as I am a student who is eligible for the [Access to Internships \(A2I\) scheme](#).

Explain why you have chosen that individual/department/college or research institute. Try and demonstrate commercial awareness.

E.g. I am very keen to work for the University's Legal Services Office. I aspire to a career in the Law and currently have a Career Mentor who is a Partner at Clifford Chance. Last summer I undertook an internship at Linklaters, working in the Intellectual Property department. I am particularly interested in Contract Law, which I see from your webpages is a service you offer.

What can you do for your employer? Where possible, provide specific project ideas.

E.g. I am keen to undertake any undergraduate level tasks you need completing in this area. This could include administration, research support, or preparing documents. Perhaps you have a short-term project in mind that I could assist with? For example, the Law Society has highlighted the need for organisations to consider the legal implications of 'Brexit'.

If you cannot think of specific project ideas, be generic.

E.g. I am keen to undertake any challenging project or short-term role that will bring measurable benefit to your department and the University, which will utilise my knowledge, skills and experience.

Paragraph about your personal qualities and skills to draw the reader into your CV, ensuring you use the top 3 key skills needed for the job you are applying for. Remember, skills demonstrate how you can do the job.

E.g. I am responsible and highly motivated, with a desire to achieve positive results to support your work. I have a strong skill set, including languages, teamwork and communication, as evidenced in my attached CV.

Access to Internships (A2I) internship requirements.

[Access to Internships \(A2I\)](#) has set the following internship requirements in order to be eligible for the fund.

The internship must:

- Be with a University of Exeter Academic or Professional Service.
- Be for 4 weeks full-time *or* 140 hours part-time.
- Begin by Monday 5th June 2023 at the latest and be completed by Friday 30th June 2023, with all claims submitted.
- Pay £12.22 (£10.90 basic + £1.32 holiday pay) an hour through the University of Exeter's temporary payroll system, [eClaims](#).

- Approve the intern's hours on [eClaims](#), each month and by the monthly [approval deadlines](#) using an A2I account code that we will provide. Please note, the last date you can approve an intern's claims is Friday 7th July 2023, after this date funding will not be available due to the end of the financial year.
- Include tasks and responsibilities normally associated with an undergraduate level position to aid career development.
- Not offer more than 15 hours per week during term-time, full time internships can commence during vacations.

The Access to Internships Team (part of EESE) who is managing this fund will be available to provide further information and guidance on this process. If you would like to get in touch with the team you can contact them at A2I@exeter.ac.uk.

I look forward to receiving your response. My mobile number is 07.....

Kind regards,

Your Name

Checklist for Speculative Phone Calls

Think about the job?

- What sort of opportunities could they have?
- What might be involved?
- What skills and qualifications will be required?

Think about the employer?

- How big is the company?
- What do they do?
- Why might there be an opening?
- Who should you contact?

Think about yourself?

- Look at your CV. What should you emphasise? What will the employer be interested in?
- What will you say? Think about this first and make some notes

Only pick up the phone when you have your CV in front of you, along with pen, paper and notes you have prepared.

Remember the employer may surprise you by undertaking an impromptu interview over the telephone. Many employers now like to do this as a first screening stage of their recruitment to save time further in the process.

Following up a Speculative Approach

Possible Questions you could ask:

- I wrote to you two weeks ago asking if you had any internship opportunities for University students. I was just wondering if you got my CV and letter?
- Would you like me to send you another copy of my CV?
- When is a good time to contact you regarding internship opportunities with your company?
- What advice could you give me about gaining an internship with your company?
- How would be the best way for me to progress towards a role with your company?

- I will send my CV and cover letter for your attention today, or I will call you again at the beginning of XXX
- Could I call you in a week's/months' time to find out if there is any change in the situation?
- I realise that you not have any internship opportunities at present, but could you keep my CV and letter on file anyway for future use?
- Could you suggest any other companies who may be able to offer me an internship at the moment?

Thank you for your time.