

IMMERSE Internship Application Submission Requirements

Application Submission Instructions

1. Draft your CV & Cover Letter following the CV & Cover Letter instructions on this guide.
2. Applications must be submitted:
 - o Through Careers Connect (<https://tudublin.targetconnect.net/>) by the closing date listed in the internship advert.
 - o as single pdf document with both (1) cover letter, and (2) curriculum vitae.

Cover Letter Instructions:

- Use a business-like, professional tone in your letter.
- Sound confident and provide clear messages about your fit for the job, industry or area of interest.
- Research the professional area so you can link your skills, work and academic experience to the possible role, area of interest or industry.
- Remember to keep a copy.

Curriculum Vitae (CV) Instructions

The CV is the Irish equivalent of a résumé.

Applications must be submitted the CV format set out in this document.

- Please use Arial or Verdana, font 10 and 1.5 spacing
- Centre your name at the top of the page
- Please do not include your home address
- List under additional skills the IT skills you have, as well as languages and other skills which are not listed in your work experience
- Limit CV to 1-2 pages
- Use spell check (and proofread)
- Focus on achievements
- Use bullet points beginning with “Action” words; e.g. administered, analysed, arranged, calculated, co-ordinated, created, dealt, designed, established, expanded, facilitated, implemented, initiated, instructed, maintained, managed, marketed, negotiated, produced, proposed, saved.
- Spelling – spell check and proofread it several times
- Do not give incorrect information
- Be clear and provide supporting evidence

Sample Cover Letter template

Date (insert date)

Greeting:

Dear (Contact Name from Internship Advert) or of unknown To Whom It May Concern,

Opening Paragraph:

Please find attached my CV in support of my application for the (title of internship – e.g. digital marketing) internship opportunity at (name of company) on the TU Dublin IMMERSE Summer Internship Programme.

Second Paragraph:

Discuss your academic background, relevant qualification, work experience and how this links to the areas of interest. Discuss your key transferrable skills and how they might benefit the employer.

This paragraph should be very general, bear in mind that your application may be sent to a number of employers across different business sectors for review.

Third Paragraph:

Provide a statement of your motivation for working in an early stage or startup enterprise. What benefits are you seeking from the internship?

Final Paragraph:

Reiterate your interest in the internship opportunity and close your letter with a confident statement which will encourage a positive response.

Yours faithfully,

(Your signature)

Your name, in block capitals

Sample CV template

Name

Profile (50 words that describe you)

Contact information

Email, Phone, LinkedIn

Education

Current TU Dublin programme

Year of study completing in 2021/22

Listing of modules and technical skills relevant to internship

Previous education award (institution, award, GPA)

Listing of modules and technical skills relevant to internship

Work Experience (set out in reverse chronological order – work backwards in time)

Dates, Employer, Position

Responsibilities:

Achievements:

Extracurricular Activities and Achievements

(e.g. student societies, competitions, awards, etc.)

Additional Skills

- Organisational: (e.g. Experienced at managing time and prioritising tasks to accomplish projects and meet deadlines.)
- Interpersonal: (e.g. Strong team working, leadership and supervisory skills through group work at college and also through part time work.)
- Languages: (language and proficiency)
- IT: (e.g. Proficient user of Microsoft Word, Access, PowerPoint, Excel, and other specific IT packages or programming languages as appropriate to the internship position).

Interests

(e.g. running, volunteering activities, etc.)

Referees Contact Information

Name, Organisation, Nature of Relationship, Email, Phone

1 X TU Dublin reference

1 X Reference from outside TU Dublin