

PREPARING YOUR ENGINEERING INTERNSHIP APPLICATION

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EMPLOYABILITY

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Agenda

01 Sem 2 CECC Workshops

02 Work Experience & Internship

03 Writing your Resume

04 Cover Letter & EOI

05 Where to look for internships



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Workshop 1 – Preparing your Engineering Internship Application

Workshop 2 – Interview Skills – 18th October (Week 11)

After this workshop you will be able to:

- learn what to include in your resume, EOI and cover letter
- understand how to present your skills and experience to increase your chances of being invited to interview
- where to look for engineering internship opportunities
- how to tailor your resume for the job/industry



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WORK EXPERIENCE

ENGN3100

▼ The requirements for work experience

ENGN3100:

Undergraduate Engineering students are required to undertake 12 weeks (420 hours) practical work experience. A minimum of 8 weeks should be in an engineering environment, under the supervision of an accredited engineer. The remaining 4 weeks can be in any sort of employment.

<https://cecc.anu.edu.au/students/student-employability/work/>

Who to contact for further advice?

To discuss Engineering Internships, please get in touch with:

- the Course Convener Dr Marco Ernst marco.ernst@anu.edu.au
- or CECC Student Employability team at studentemployability.cecc@anu.edu.au.

▼ Who has to complete work experience and why?

Work experience is a compulsory component of your degree if you are studying:

- Bachelor of Engineering (Honours)
- Bachelor of Engineering (R&D) (Honours)
- Bachelor of Software Engineering (Honours)
- Bachelor of Engineering (Honours) in Software Engineering
- Master of Applied Cybernetics or Master of Applied Cybernetics (Advanced)

For engineering students, the completion of Work Experience is **REQUIRED** to graduate as an accredited professional.

For students enrolled in the Master of Applied Cybernetics, Work Experience is listed as CECS8005 Applied Cybernetics Professional Experience. CECS8005 is eligible only to students admitted to the Master of Applied Cybernetics program.

The difference between work experience and an internship

Work experience is a mandatory requirement of your degree but does not count for any credit. Work experience is organised by YOU! Engineering students are required to undertake work experience and enrol in one of the following courses:

- [ENGN3100 – Practical Experience](#) (Bachelor of Engineering (Honours), Bachelor of Engineering R&D (Honours) and Bachelor of Engineering (Honours) in Software Engineering - compulsory)

There are changes to ENGN3100 pre-placement approval and enrolment process from March 2024. [Please see information on this page.](#)

- [COMP4800 – Industry Experience](#) (Software Engineering - compulsory)
- [CECS8005 – Applied Cybernetics Professional Experience](#) or [CYBN8005 – Applied Cybernetics Professional Experience](#) (Applied Cybernetics – compulsory)

For-credit internship courses [ENGN3200/ENGN6200](#) and [COMP3820/COMP4820/COMP8830](#) are offered by the College through an application process and are optional, assessed and count for 6-24 units of credit.



ENGN INTERNSHIP REQUIREMENTS

Eligibility to be considered for ENGN3200/6200 Engineering enrolment

- A minimum GPA of 5.0/7.0;
- For undergraduates: completed a minimum of 96 engineering program courses
- For postgraduates: completed a minimum of 48 units of postgraduate coursework, including ENGN6250 or ENGN8260
- Space in your program to accommodate an Engineering Internship course (6 to 24 units). Check with the CECC Student Employability team to confirm you have space in your engineering program to undertake ENGN3200/6200.

It is important to request confirmation of room in your degree to fit ENGN3200/6200, in the teaching period prior to the teaching period you intend to enrol in.

- <https://programsandcourses.anu.edu.au/course/ENGN6200>
- <https://programsandcourses.anu.edu.au/course/ENGN3200>
- <https://cecc.anu.edu.au/students/student-employability/opportunities/>
- <https://cecc.anu.edu.au/students/student-employability/internships/engineering/>

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➤ <https://cecc.anu.edu.au/students/student-employability/internships/>

For more information contact the CECC Student Employability Team



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 Mentimeter

Instructions

Go to

www.menti.com

Enter the code

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Or use QR code



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Common Questions



- How long should my resume be?
- Should I include all my personal details?
- Do I need an Objective?
- Should I include my ATAR / GPA?
- Should I include my High School and Subjects?
- What is a Skills Summary?
- Should I include all my past jobs, internships and volunteering experience?
- Should I include “Hobbies & Interests” ?
- Should I include awards and achievements?
- Who should I list as my Referee?
- Can I write “Referees provided on request” ?

WRITING A RESUME



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What is the Purpose of a Resume?

To get you an interview!



Sample resume (graduate/professional position)

1

Frank Ashbury

Chapman ACT 2611
0412 345 678
frank.ashbury@gmail.com

OBJECTIVE 2

Driven and energetic, I am seeking to start my career in investment banking by using my strong communication and problem-solving skills and further developing my leadership skills in a graduate position with a leading multinational investment bank. With a solid academic foundation in finance and accounting to this position, as well as practical experience in commercial litigation, I am keen to apply and grow my skillset in the auditing and legal areas of ABC Bank.

EDUCATION

3

2017 – expected completion March 2020

Bachelor of Laws/Bachelor of Commerce, Australian National University
Distinction average.

Mar-Aug 2018

Semester exchange to the National University of Singapore (NUS)
Focused on courses in **Business Analytics** at the NUS Business School

2016

Narrabundah College, ACT. ATAR: 99.4

SKILLS SUMMARY 4

Communication

- Developed strong oral communication skills through my role as Community Volunteer with Oxfam Australia, presenting Oxfam's work at community groups and schools, tailoring my language to different audiences.

Teamwork

- Strong team work skills, illustrated through my role with FINSOC where I managed a team of five students from diverse backgrounds, supporting and integrating their unique skillsets to our work of organizing a networking events series.

Problem solving

- Demonstrated effective problem-solving skills during my internship at WeInvest, combining a range of unrelated databases into a comprehensive profile of young investors, which resulted in a 85% increase in WeInvest website traffic.

Information Technology

- Developed advanced statistical analysis skills at ANU and NUS Business School, and confident in using statistical programs (Stata, R and MS Excel) to provide in-depth insights into business problems such as in my roles at WeInvest and Oxfam.

PROFESSIONAL EXPERIENCE

March 2018 – present

Paralegal, Smith & Partners, commercial law firm, ACT

- Drafting legal documents and providing briefs to council on current cases
- Legal administration for commercial litigation matters. Trial preparation, including interviewing clients

Dec 2017 – Feb 2018

Intern, WeInvest, ACT

5

- Contributed to a project aimed at increasing participation of 'young' investors (under 30s) in online trading
- Researched and analysed the characteristics of 'young' investors client base utilising various open access sources such as LinkedIn, ASX annual reports and ABS data
- Created a targeted social media marketing campaign based on my research, which increased site visits to WeInvest by 85% between Jan-Feb 2018

ADDITIONAL EXPERIENCE 6

Mar 2017 – present

Committee member, Finance & Banking Society (FINSOC) – ANU Branch

- Led the development and implementation of marketing and promotional materials for events
- Grew membership base by 25% in 2018 through coordinating a targeted events series for first-year students

Feb 2015 – Nov 2016

Retail Assistant, David Jones, ACT

- Provided high quality customer service, including responding professionally to customer inquiries and requests
- Maintained and restocked inventory
- Handling cash and EFTPOS transactions

VOLUNTEER EXPERIENCE

Mar – Nov 2017

Oxfam Australia community volunteer, Canberra chapter

- Delivered presentations of Oxfam's work at community groups and local schools to increase awareness
- Managed the local group's Facebook and Instagram pages including content contributions, responding to comments and providing basic website traffic analytics to inform future activities

2015 – 2017

Rugby League coach for under 14s, Weston Creek Rugby Club

OTHER ACHIEVEMENTS

2018

ANU College of Business & Economics Undergraduate Merit Award for outstanding academic achievements in Finance

PROFESSIONAL MEMBERSHIPS 7

2017 – present

Student member, Financial Services Institute of Australasia (FINSIA)

REFEREES

Sam Smith

President
FINSOC
02 6123 4567
sam.smith@smithandpartners.com.au

Tracey Johnson, Finance Analyst

Supervisor
WeInvest Pty. Ltd.
02 6123 7890
tracey.johnson@weinvest.com.au

<https://www.anu.edu.au/students/careers-opportunities/careers>

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What to include in a Resume

- Name & Contact details
- Personal Objective | Also referred to: Career Objective / Career Statement / Personal Profile / Career Summary / About Me
- Education & Qualifications – reverse chronological order
- Skills Summary: Technical Skills, Interpersonal Skills, Languages
- Projects / Portfolio – both academic and extracurricular
- Relevant Work History (includes employment, placements, internships)
- Other Work History (can include PT, casual jobs, volunteer work)
- Professional Memberships – *(If you have not joined EA, do it NOW!)*
- Achievements / Awards / Scholarships / Publications
- Extracurricular activities / Volunteer Work
- Referees x2



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What NOT to include

- Your Date of Birth
- Your Gender / Sexual Preference
- Marriage or Relationship Status / Children
- Race or Ethnicity
- Full Residential Address
- Photo (unless Actress, Model etc)
- Complicated / Overly Colourful Templates



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Common Mistakes

- Spelling and grammatical errors
- Inconsistent fonts / Bad formatting
- Obvious 'cut and paste'
- Too wordy or too brief
- Not tailored to the job and/or Organisation
- Not clear explanations, and leaves reader with questions
- Fancy gimmicks (borders, highlighting, underlining, many fonts)
- Unprofessional email address
- Lack of detail about your studies
- Overstated claims or bluffing
- Incorrect contact details



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What is a Personal Objective?

Around 3-4 sentences at the top of your resume outlining your career goals and aligning your skills and personal values to the position you are applying for.

- Who are you? What have you done? Where are you going?
- What do you have to offer the organisation? Why should they hire you?
- It should be tailored to the role and organisation – use mirrored language.
- Avoid using AI to write this (its obvious!) it should be personal to you!
- Avoid common cliché phrases– make it unique and stand out!

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Example Personal Objective



Bad example:

Seeking a job in robotics and AI where I can use my skills.

Better example:

ANU Computing student with a passion for robotics and artificial intelligence, seeking opportunities to apply technical skills in C++ and Python to contribute to innovative projects in the field. Eager to leverage academic knowledge and hands-on experience to make impactful contributions to cutting-edge technologies in robotics and AI.

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What skills could you include in your Skills Summary for an Engineering Resume?



inspiration

leader focus
creative
fast bold
transpiration



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How to write a Skills Summary

Be prepared to talk to these if invited to an interview!

- **Technical Skills**
 - Coding Languages
 - Programs / Software
 - Methodology
 - Practical Skills
- **Interpersonal / Professional**
 - E.g. Communication, Leadership, Teamwork
 - Mirror skills from positions
 - Always include proven examples from your experience
- **Spoken Languages**
 - Include proficiency e.g. (Fluent)

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Understanding the changing nature of work

What skills will be in demand in the future?


Employers value both technical and employability skills.




Top 10 skills of 2023

1.  Analytical thinking


2.  Creative thinking


3.  Resilience, flexibility and agility


4.  Motivation and self-awareness

5.  Curiosity and lifelong learning

6.  Technological literacy


7.  Dependability and attention to detail

8.  Empathy and active listening

9.  Leadership and social influence


10.  Quality control

Type of skill

 Cognitive skills

 Self-efficacy

 Management skills

 Technology skills

 Working with others


Source

World Economic Forum, Future of Jobs Report 2023.

Note

The skills judged to be of greatest importance to workers at the time of the survey

Top 10 skills on the rise

- | | |
|--|--|
| 1.  Creative thinking | 6.  Systems thinking |
| 2.  Analytical thinking | 7.  AI and big data |
| 3.  Technological literacy | 8.  Motivation and self-awareness |
| 4.  Curiosity and lifelong learning | 9.  Talent management |
| 5.  Resilience, flexibility and agility | 10.  Service orientation and customer service |

Type of skill

 Cognitive skills  Self-efficacy  Management skills  Technology skills  Working with others  Engagement skills

Source

World Economic Forum, Future of Jobs Report 2023.

Note

The skills judged to be increasing in importance most rapidly between 2023 and 2027

Professional Experience

Reverse chronological order – Current position at the top!

Employers want to know:

- What you learnt?
- Examples of where you applied knowledge in the ‘real world’
- What skills you developed / transferrable skills:
 - ✓ About communication
 - ✓ About administration
 - ✓ Working in a team

This is the experience you will bring to future jobs.



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Describing your experience

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Instead of this...	Try this...
<p>✗ Data entry and analysis in excel.</p>	<p>✓ Modelled 20 years of historical financial data in excel to determine relationship between commodity prices and profitability.</p>
<p>✗ Waiting tables, working the bar & hosting wine tastings.</p>	<p>✓ Managed 150 person capacity bar, requiring exceptional customer service, dispute resolution, and time management.</p>
<p>✗ Chair of volley ball club social committee.</p>	<p>✓ Chaired social committee of 10 and organised events throughout the year attended by 200-300 members.</p>
<p>✗ Tutored Year 12 commerce students.</p>	<p>✓ Developed tutorial content, marketing, pricing, and time management strategies to establish a successful small business tutoring Year 12 commerce students.</p>



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Experience to include:

- ✓ Formal Education & other Training (e.g. First Aid)
- ✓ Professional Work Experience (FT/PT)
- ✓ Casual Work Experience – *transferable skills!*
- ✓ Contracting / Consultancy / Free lance work
- ✓ Internships / Placements
- ✓ Extra-Curricular Activities - Student Societies, Sports clubs etc.
- ✓ Projects (e.g. Capstone)
- ✓ Volunteer Work
- ✓ Work associated awards / achievements

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WRITING AN EXPRESSION OF INTEREST (EOI) OR COVER LETTER



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What is the difference between an EOI & a cover-letter?

*“Like a cover letter, an expression of interest accompanies an up-to-date resume. However, **expressions of interest are more general than cover letters, as they focus on the writer's qualities and the value they'd bring to the company rather than addressing specific criteria**”.*

Source: indeed (2022)



What is an Expression of Interest?



- Can also sometimes be called EOI or Statement
- Written response to accompany your Resume for an application
- Normally up to 300 words but can vary by organisation
- Relates to the job role and organisation, referring to your values, skills and interests in alignment to the position.
- Gives a snapshot of your professional profile to potential employers / hosts

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What is a Cover Letter?



- Letter to the hiring manager to accompany your Resume for an application
- Normally no longer than 1-2 pages – the company will usually specify
- Generally used to allow the applicant to address selection criteria relating to the job description, requested directly by the organisation.
- Gives you the opportunity to expand on experience in your resume
- Allows you a chance to be unique and provide personal examples

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Research the Company

Understand the company you are applying to ...

- What is their Workplace Culture?
- Do they have a Mission Statement or Philosophy?
- What are their Values? Do these resonate with you?

Know what role you are applying for ...

- What skills are required?
- What experience they are looking for?
- What type of person do they want? – Culture fit?



Purpose of an EOI or Cover Letter



To get to the next stage...

Employers want to know:

1. **Why do you want the internship?**
 - How does this opportunity contribute to your career development?
2. **Do you want to do the internship?**
 - Are you motivated and can show an understanding of the role?
3. **Do you fit in the organisation's culture?**
 - Do your values align?

Tips for how to get started



1. Research the company thoroughly
2. If writing a letter, address the *right* person
3. Make sure you customise each EOI/letter
4. Include *all* the necessary information
5. Write a solid opening paragraph
6. Detail your qualifications and work experience
7. Explain why you think you would suit the role
8. Explain what you think you would gain from the internship – what do you want to learn?
9. Explain what skills you can provide
10. Review and edit

How to make the most of your Internship



- Industry Insight
- The beginnings of a Professional Network
- Workplace Experience
- A Stronger Resume
- A Stepping Stone to Employment
- A Confidence Booster

WHERE TO LOOK FOR AN INTERNSHIP



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Job Sources

Where to find jobs?



Student-Specific Job Boards

- ANU Careers Jobs Board | <https://careerhub.anu.edu.au/students/jobs>
- CECC Student Opportunities | <https://cecc.anu.edu.au/study/student-opportunities/>
- GradConnection | <https://au.gradconnection.com/>
- Prosple | <https://au.prosple.com/>
- Engineers Australia | <https://yea.engineersaustralia.org.au/internship-hub-students>

Other Job Search Websites in Australia:

- Seek | Extensive job listings across various industries.
- Indeed Australia | Extensive listings from various sources
- LinkedIn Jobs | Professional networking site with job listings & internships
- Jora | Aggregates listings from multiple sources.
- Ethical Jobs | Jobs with a social and environmental impact.



Hidden Job Market

What is the hidden job market?

This refers to those jobs that employers do not advertise or make available publicly.

There are many reasons an employer hires this way - it can save money and time, simplifying the recruitment process.

Strategies

- Explore current or previous company
- Reach out to existing contacts
- Join networks and associations
- Use professional associations or alumni groups
- Stay relevant on LinkedIn
- Connect with recruiters (use LinkedIn)
- Pursue volunteer opportunities
- Attend industry events and careers fairs



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FREE Student Membership!

<https://www.engineersaustralia.org.au/membership/student>



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Career development

Discover what's ahead and explore each discipline with our virtual work experiences and access content to develop the rounded skills top employers are looking for.



Professional networks

Build your network with our 120,000 strong engineering community. Our quiz nights, events and webinars put you in touch with peers and future employers.



Career centre

Access videos and tips to help secure internship roles as part of your studies, and resources made specifically for up-and-coming engineers.



Jobs board

Browse and apply for early-career roles through our member-only jobs board, featuring quality opportunities from Australia's top engineering employers.



Engineering Australia



Young
Engineers
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Careers Hub

[Home](#)

Engineers Australia offers a range of career services for student and graduate members. The Careers Hub offers a range of online services to assist students and graduates transition from university into the working world and beyond.

Check out some of our other available resources below:

- ▾ [COVER LETTER TEMPLATE](#)
- ▾ [6 WAYS TO USE LINKEDIN TO GET A JOB](#)
- ▾ [PERFECTING YOUR RESUME](#)
- ▾ [NETWORKING 101](#)
- ▾ [CREATING YOUR ELEVATOR PITCH](#)
- ▾ [CHARTERED GLOSSARY](#)
- ▾ [TOP TEN CHARTERED TIPS](#)



Internship Hub - For Students

Home

Discover a world of engineering work

How to find, apply for and make the most of your engineering internship opportunity.

We know it's increasingly difficult to find high-quality internships or work experience before you complete your degree. Here you'll find valuable resources, answers to commonly asked questions, advice, and exclusive content that will help you to build a successful future in the engineering profession.

Benefits of internships

- ▾ What is an internship?
- ▾ Why do employers offer these opportunities
- ▾ How will I benefit from an internship?
- ▾ How do I apply for an internship?

How to prepare for an internship

- ▾ How to prepare



Early Internships



Internship Checklist



Student Case Studies



Get Work Ready



Take a Virtual Work Experience



Hear from the Interns



Internship Opportunities Directory



Find an Internship on our Jobs Board



Information for International Students

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 Mentimeter

Little Quiz

Just a bit of fun to finish things off!



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QUESTIONS?



YOUR JOURNEY to CAREER READINESS

- Resume Review Workshops
- Career Skills Workshops
- Internship & Graduate Program Advice
- Learn about the Australian Labour Market
- Job Search Strategies & Application Support
- One-to-one appointments to discuss career goals
- Employer Engagement Events



careers.anu.edu.au

Connect with us

Visit us on campus



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Stay connected



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