FIE Online Internships Guidance Document

Welcome to FIE Online and we are thrilled that you are looking to do an online internship with us! My name is Lucia and I am part of the FIE Online Internships team who will be guiding and mentoring you through this process from start to finish.

Lucia Amaya
Experiential Education Manager

Embarking on any new work opportunity can be a daunting prospect – even more so when it is with an international organisation and online! You will be benefitting from FIE's 23 years of experience in delivering international study and internship programmes as we empower you to be successful in the placement. In this guidance document, we will detail all the things you need to do to create a successful FIE online application and take your first steps towards a positive internship placement.

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1. Things to Consider

In 2020, the world experienced an unprecedented level of disruption, which has radiated its way through international internships. However, Britain and Ireland are two countries known for their tenacity, resilience and innovation. The phenomenal organisations who host our interns are eager to bounce back stronger than ever after this global crisis and would love to have you be a part of that! The fact that you have not let the crisis derail your professional development and chose to complete an online internship will speak volumes to future employers.

Please note, as the world begins to reopen at different rates, current conditions do put some limitations on the kinds of internships that can take place online, as well as the tasks available. Due to reasons beyond our control including data protection regulations, security considerations and company preferences, some task areas are off limits for online internships, including but not limited to accountancy, finance, human resources management, and information systems. However, students looking to build transferable skills relevant to these areas can still find themselves applying their skills in analysis, numeracy, administration, and working with data as part of their roles, contributing to making the placement a worthwhile experience.

Broadly speaking, tasks like marketing, business development, writing, research, content creation, and administration translate very well to online internships. These project-based tasks are elements that can be found in any work place, regardless of which industry you hope to work in post-graduation. As such, we find that many of the project-based internships lend to fantastic transferrable skills for your future endeavors.

2. Completing Your Application

There are three critical parts of your Online Internship Questionnaire which we use to arrange your internship: your 3 industry area choices, CV, and Personal Statement. Submitting suitable materials is extremely helpful for your FIE Online Internship Mentors in arranging your internship, as unsuitable materials cause delays which can impact the placement process and affect the placements that are available to you. In our experience, the way a prospective intern approaches the questionnaire gives us a lot of insight into the qualities they possess as a candidate, so consider the impression you're making on those of us who will be reading your submission! Please read on to learn how you can help us help you by arranging the most appropriate available internship for you.

2a. Industry Area Choices

While we always look at every student holistically as a candidate and individual, we require you to choose three different ranked industry areas to give us a selection of options as we look to arrange a placement for you. Provided that students have the relevant skills and experience, we endeavor to place every student into an internship which is as close to their original requests as possible. Please bear in mind that, in the end, it is the organisation which decides whether or not they would like to host a particular student based on the information and documents given. While we try to place you within your first-choice area, we will utilise second and third choices if and when necessary, sometimes using a combination of choices.

You will have the opportunity to detail tasks within the industry choice that you are interested in. While what you write here is extremely helpful for us in gaining an insight into your intentions for the internship, we cannot guarantee that all of the tasks would be available for a particular role which you may be considered for. It is fine if you do not have a clear idea of what to write in this area, but please remember every bit of information, even if vague, is still helpful! You may also choose to detail certain skills you are looking to develop. This could be direct skills like using Excel or social media platforms, or more transferable skills like professional behaviour, research, or writing. Whatever you write helps flesh out your profile to us and gives us insight and information as we arrange your placement.

2b. CV

Your curriculum vitae, or résumé, tells a potential employer what you have done, what you have achieved, and what you are good at. This document, along with your Personal Statement, will be sent directly to employers who will be

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deciding whether or not to host you for an internship so it is important that the document is up to the task and does you justice.

Your CV will be suitable if it satisfies the following:
- Submitted in Word format (not PDF or copied into the application).
- Details your previous work, campus, and volunteering experience with descriptive bullet points, detailing the duties you performed, skills you gained, and outcomes you achieved. If your work history is thin, it is fine! Instead concentrate on any other campus involvement and volunteer work you have done in the same manner.
- Includes information on your education, including your college/university, major, and relevant coursework.
- Lists skills you have, such as software, languages, or more general transferable skills as well as any interests, hobbies and passions.

If you want to see exactly how we (and our employers) like your CV to look, review these examples and feel free to use one of these templates.

- [Example CV and Personal Statement 1](#)
- [Example CV and Personal Statement 2](#)
- [CV Template 1](#)
- [CV Template 2](#)

2c. Personal Statement

Your Personal Statement is a document specific to this placement process that we send to potential employers along with your CV. It is not a cover letter you write when applying to a specific organisation and it is not a statement of interest for the programme like you might write for your school. The audience is potential employers in *any* of your three chosen industry areas who know that you are on FIE's Online Internship programme, you have chosen three industry choices, and that you are writing the document without a specific organisation in mind.

The objective of the Personal Statement is to introduce yourself, contextualise your CV for the reader, and state your objectives for your online internship. Speaking in your own (professional) voice helps the reader understand what kind of candidate you are and what kind of intern you would be.

A Personal Statement would be suitable if it satisfies the following:
- Follows a 3-4 paragraph format where you 1) introduce yourself and your interest in completing an international online internship, 2) what skills, experience, and qualities you have which would be of interest to potential employers, and 3) explicitly state which three industry areas you would be interested in working in.
- Is relevant to a range of opportunities within your industry choices. If you are too specific, the reader may hone in on a certain passage and decide they could not give you the experience you're after even if that's not the case! It's fine to state your specific career goals, but in the context of this specific interest, it's crucial to authentically show an open mind.
- Not too personal, as this is a professional employment document. Certainly, let yourself shine through as a person but use good judgment when deciding what is relevant to the reader in helping them decide if they would like you as an intern.
- Tight and efficient. It is absolutely fine to say you have not figured out your career path yet (most have not) but this is not the time to waffle on about your life's direction because that is not helpful for the reader. Give them something to go on!

For two examples of great Personal Statements, look at the second page of these two documents:

- [Example CV and Personal Statement 1](#)
- [Example CV and Personal Statement 2](#)

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3. **After Acceptance to the Programme**

Once you have completed your application for FIE Online, your application will be reviewed. If you are successful, following acceptance to the programme, you will receive a series of emails welcoming you to the programme. Please keep an eye on your inbox (as well as your spam folder) once you have submitted your application for emails from the FIE Online team. These emails will have some specifics on dates, the FIE Online team, and most important, next steps for you!

You will be required to participate in a Zoom meeting with one of the FIE Online Internship mentors. This will allow us to get to know a bit more about you, your goals, your personality, and why you are interested in an online internship. This is also a great opportunity for you to add in anything you think might boost your chances with potential companies that you may have forgotten to put into your FIE application.

You will learn more about the Zoom meeting process, as well as next steps, in your welcome email from your FIE Online Internship mentors, and online orientation.

We are very excited to work with you and help you achieve your professional and academic goals. If you have any questions about FIE Online Internships, please feel free to email us at onlineinternships@fie.org.uk.