



# Tips for applying – CBE Internships



## Update your resume

### ***Style and presentation***

- Keep it brief – ideally under two pages.
- Minimise white space. Use up the borders and reduce your margins to fit in more information.
- Ensure margins, font size and styles are consistent.
- Keep dates to one side and laid out vertically.
- Always list study and work experience by newest to oldest.
- Ensure headings are clear and consistent; e.g. bold text for headings.
- Tailor your resume to the exact qualities the position is asking for.

### ***Key resume headings***

- Personal details: your name, email address and phone number. You may include residency status and work visa details if the internship project has a residency requirement.
- Personal summary and career objective: keep them short and relevant to the role.
- Work history: list all work experience, including internships. Describe responsibilities and achievements.
- Education history: qualifications, awards, professional memberships, relevant training.
- Extra-curricular activities: volunteering, student societies, mentoring.
- Additional skills: technical and soft skills.
- Referees: if you run out of space, write ‘available on request’.

### ***Resume language***

- Be specific rather than general.
- Use past tense for past roles; for example, “I worked...” “I delivered...”
- Use active words to describe your job responsibilities, skills and achievements.
- Quantify and qualify your achievements.

### ***Do not do the following***

- Abbreviations.
- Include age, gender or a photo of yourself (not required in Australia).
- Have any spelling or grammar errors.
- Use slang or colloquialisms.
- Use a narrative style or be too wordy.



## Career advice appointments

[Book an appointment](#) with a CBE Career Consultant for resume reviews, interview preparation and mock interviews.



## Internship project application

- Read the details carefully, so you know the role you're applying for.
- Note the required and preferred skills, and list your relevant experience.
- Use the Situation, Task, Actions, Result (STAR) model –refer to your resume for recent and appropriate working examples.
- Answer with specific references to your work and study experience.
- Keep it within the required word limit.
- Proofread –review and edit.

Once you apply, start preparing for an online interview with your potential hosts. Save a copy of the role description, as it will disappear from CareerHub once it expires.



## Interview

### **Preparation**

- Research the host organisation, including culture, values, mission, their website, social-media channels, Whirlpool, Glassdoor, and others.
- Use the [interview questions](#) resource to prepare responses, and practice using the STAR model.

### **Tips for interview**

- Dress business casual or formal for virtual and in-person interviews.
- Test your camera and device before virtual and phone interviews.
- Make eye contact with each interview panellist.
- Speak clearly and keep your answers positive.
- Calm your nerves –don't forget you're interviewing them too.
- Let the interview panel know if you want to take notes.

### **Do not do the following**

- Memorise answers. Instead, practise your responses through mock interviews.
- Give one-word answers.
- Act disinterested or like you don't want to be there.
- Read responses from a script.