



# Internship Search Strategies

/ Career Services Office

## Recommended Search Steps

# TOPICS

- The benefits of doing an internship
- The internship search process
- Sample internship call and ToR

# THE BENEFITS OF DOING AN INTERNSHIP

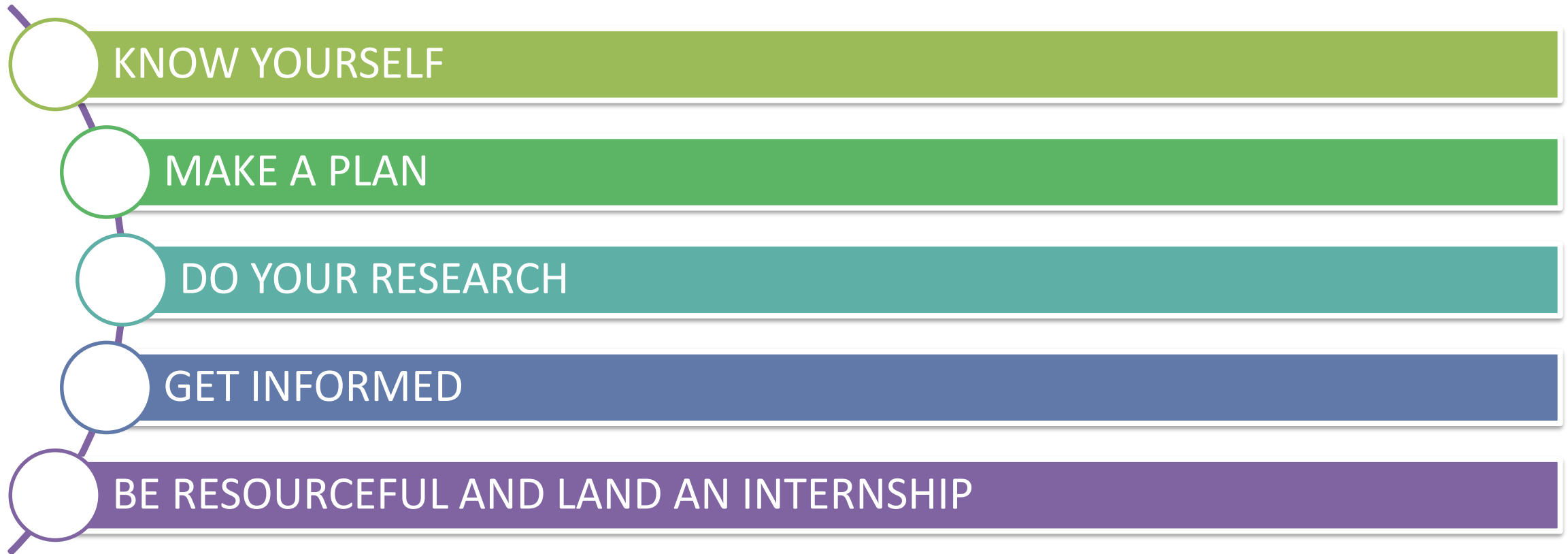
- Serves as a professional building block towards the desired field of work
- Provides the necessary experience for job applications
- Develops skills and knowledge
- Expands professional network
- Helps to explore career options to identify the direction of your professional path
- Offers the possibility of a transition to another career

\*Always keep in mind internship search factors such as time constraints or visa requirements for the country where the internship host organization is based



# THE INTERNSHIP SEARCH PROCESS

Similar to the job search process



# The Internship Search Process

## KNOW YOURSELF

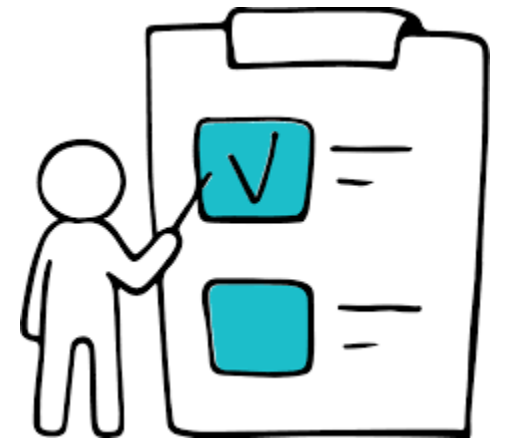
- Identify your existing skills, knowledge and interests
- Tailor an up-to-date CV
- Be ready to articulate your pitch / career narrative



# The Internship Search Process

## MAKE A PLAN

- Develop your longer-term career vision
- Think of issues you want to work on
- Identify a plan for reaching your career goals



# The Internship Search Process

## DO YOUR RESEARCH

- Identify organizations that are a good fit for your internship
- What do you need to learn, build your experience and perfect your skills?



# The Internship Search Process

## GET INFORMED

- Check [job/internship platforms](#)
- Monitor individual [organizations' websites](#)
- Use [LinkedIn](#) to learn about individual career paths
- Use [your networks](#) for information and advice



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# The Internship Search Process

## GET INFORMED (RESOURCES)

### JOB / INTERNSHIP BOARDS

[career>next](#) , where you can find resources such:

- [CEU Careers Newsletter](#)
- [Idealist](#)
- [EuroBrussels](#)
- [DevnetJobs](#)
- [HumanRightsCareers](#)
- [Reliefweb](#)

...and many more!



# The Internship Search Process

## BE RECOURCEFUL AND LAND AN INTERNSHIP

- advertised internships (on websites and forums)
- hidden internships (not broadcast to the public)
- self-created (crafted at the initiative of the potential intern, who approaches an organization to propose a collaboration)



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# INTERN'S RESPONSIBILITIES

## SAMPLE INTERNSHIP CALL

### RESEARCH INTERN FOR ORGANIZATION X

#### Qualifications required

The following minimum qualifications are required:

- A university degree in public policy, international relations, economics, or related area; enrolment in Master degree programme in a university degree;
- Having research experience about economics, law, and public policies is an advantage;
- Excellent analytical, writing skills, and critical thinking;
- Excellent communication and interpersonal skills;
- A well-organized individual with the ability to multi-task;
- Ability to work independently and as a team member;
- Have a demonstrated keen interest in public policies and good governance;
- Computer literacy in standard software applications;
- Language Proficiency in both written and oral Vietnamese and English;

#### Benefits

- Opportunities to work with leading experts in the field of public policies research, political economy, and legislation.
- Involve in applied research projects and experience policy-making process
- Friendly and dynamic working environment

# INTERN'S RESPONSIBILITIES

## SAMPLE INTERNSHIP TERMS OF REFERENCE (TOR)

### **Duties and responsibilities:**

Under the guidelines and supervision of ORGANIZATION X the intern is expected to make contribution in three simultaneous projects: (1) Obstructions in implementation of public policies in Software and Digital Content Industry; (2) Digital economy and cybersecurity; and (3) Deregulations and open economy in Vietnam.

The intern will have opportunities to participate in a complete cycle of conducting applied research for public policies consultation with multiple tasks, including:

1. **Desk research:** review relevant and available governmental documents and policy reports from abroad as well as in Vietnam
2. **Writing and presenting reports** of preliminary findings based on desk research
3. **Organizing discussion sessions** with representatives from business sector. During these sessions, policy recommendations will be presented and representatives from the business sector, who are directly affected by implementation of the policies under concern, will provide feedback and criticism, based on which obstructions in policy implementation will be noted.
4. **Consulting policy experts' opinions** to discuss practical experiences as reflected by the business sector
5. **Conducting in-depth interviews** (another round) with business/ enterprise leaders
6. **Preparing a final report** summing up all research findings
7. **Disseminating information** to relevant governmental offices and ministries. In June and July 2018, ORGANIZATION X is going to organize conferences in Ho Chi Minh City to spread research findings and promote revision of policy implementation.

