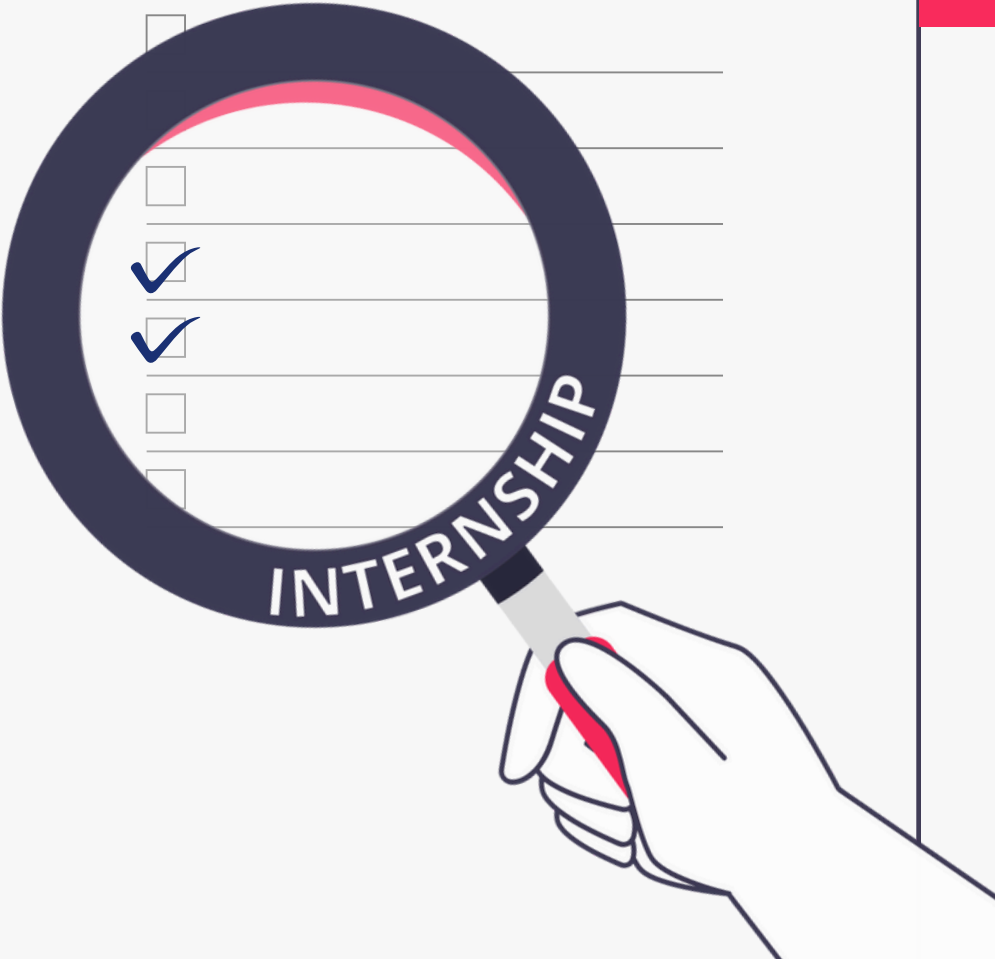


Ultimate

INTERNSHIP SEARCH

CHECKLIST



ABOUT  EduAdvisor

Career Advantage Programme (ECAP)



The EduAdvisor Career Advantage Programme is a premium initiative exclusively available to students who have enrolled in university through EduAdvisor.

Tailored to prepare you for the demands of today's job market, this programme offers early access to career resources that will help you navigate internships and enter the workforce with confidence.

The programme provides personalised guidance, including internship search support, expert career tips, networking events, and one-on-one mentorship. Our goal is to ensure you're not just academically ready but career-ready as well.

Take control of your future with EduAdvisor's Career Advantage Programme — where your success story begins!

SERVICES BY ECAP



Internship Search

A specialised search engine designed to help you discover incredible internship opportunities that align with your field of study, ensuring you find the right match for your future career.



Mentorship Programme

Gain personalised guidance from professionals and mentors within your field of study who can help you navigate your career path and achieve success.



Career Tips & Content

Access tips and valuable career insights through curated content that covers everything from job search strategies to acing interviews, all tailored to help you thrive in your chosen field.



Career & Networking Opportunities

Participate in exclusive events designed to connect you with industry leaders, alumni, and fellow students, helping you stay on top of trends.



THE ULTIMATE INTERNSHIP SEARCH CHECKLIST

Starting your internship soon? Finding and landing an internship can be challenging, but with the right guidance and tools, you can approach each step with confidence and clarity. This guide will be your go-to resource, providing practical advice, step-by-step checklists, and tips for every stage of the internship process.

QUICK TIPS AND ADVICE

Understand the Different Types of Internships

- **Paid internships** are where interns **receive an allowance or stipend** for their work and learning experience. The amount varies between organisations and it's up to the discretion of the company.
- **Unpaid internships** are positions where you **don't receive financial compensation**, but they can still offer excellent networking opportunities and hands-on experience. These roles are commonly offered by non-profits.

Set Realistic Expectations

- **Understanding your responsibilities:** Internships are designed to offer real-world experience and exposure to the industry, but they may not always include high-stakes tasks or major responsibilities. **Interns often start with smaller tasks**, such as administrative work, research support, or project assistance, which are essential to the team's workflow, so don't expect to lead projects during the first few weeks. Your team will introduce more responsibilities once they feel you've adapted to the workflow.
- **Balancing other commitments:** Many students balance internships with academics or personal responsibilities but this is where **time management is crucial**. Establish a weekly schedule to prioritise your internship tasks alongside university deadlines. Set realistic expectations with your supervisor about your availability, and communicate openly if you're juggling a heavy workload.
- **Identifying learning opportunities:** Although some tasks might feel repetitive, it's crucial to **seek learning moments** within them. For example, if you're conducting research, focus on learning how to analyse and present findings. **Take the initiative to ask for feedback, contribute ideas to projects or shadow different departments** if the opportunity arises.

Build a Professional Brand for Yourself

- **Create a consistent image online:** Start by **updating your LinkedIn profile** to reflect your career goals, coursework, projects, and achievements. Include a professional photo, a compelling headline, and a summary that introduces your skills and interests. Ensure your LinkedIn profile **aligns with your resume and any other public profiles** to convey a consistent professional image.
- **Crafting a digital portfolio:** For creative fields like design, marketing, or communications, having a **personal website or online portfolio can showcase your work** and make you stand out. This could be a simple site highlighting your projects, writing samples, or designs, depending on your field. Platforms like Wix, Canva, or even a LinkedIn portfolio can be excellent starting points.

INTERNSHIP SEARCH **CHECKLIST**

Ready to kickstart your internship search? This handy checklist will help you focus on key areas, from aligning the internship with your career goals to understanding the company's work mode and salary range. Tick off each point as you go along to ensure you choose an opportunity that's right for you and track your progress efficiently. Let's dive straight into the essentials to land your ideal internship!

Step 1: Discover Your Goals

☐ Define career goals and interest

- Write down industries or roles you're drawn to and consider why these appeal to you (e.g. skills, interests etc.)
- Identify your strengths and limitations and what you can offer as an intern

☐ Research key skills for your target roles

- Browse through jobs sites and look for common qualifications in job listings that align with you and your strength
- Take note of industry jargon or qualifications to incorporate in your resume or LinkedIn

☐ Set a realistic salary expectations

- Internship allowances can range between RM0 to RM1,500 depending on the industry and company. If money is a concern, consider the allowance you're willing to settle for realistically.
- Do your research on the salary for internship roles in similar industries if you're not sure how much to expect

☐ Figure out the location and commute styles

- Figure out whether you're planning to work within your city or you're willing to branch out
- Consider how you'll get to work whether by public transport or driving
- Research the route, parking situation, and commute duration to plan effectively
- If you're driving, consider how much parking, petrol and toll will set you back. If you're considering public transportation, find out the train and bus routes you can take to work

Step 2: Prepare the Necessities

☐ Build a relevant resume

- Build or update your resume to kickstart your applications. You can sample good resume templates online and customise it accordingly
- With job search apps, you need a one-size-fit-all resume that allows for instant application to multiple job listings, so tailor your resume with keywords related to the roles and industry you're targeting
- You're also encouraged to apply to a role directly to the company to stand out from the crowd, but be sure to tailor this resume specifically for the companies you're manually applying to

☐ Plan for professional references

- Ask your lecturers, supervisor or mentors if they can provide a reference
- Have a list of 2-3 ready in case they're requested during the interview process

☐ Optimise LinkedIn, build a portfolio and other relevant professional platforms

- If you have past work related to your field, assemble a portfolio with samples of work (e.g., projects, designs etc.)
- Create or update your LinkedIn profile with a headline, summary and skills aligned to your desired field.
- LinkedIn is a great space to learn more about the industry and build a network, so engage with posts and people you find inspiring

☐ Figure out the location and commute styles

- Figure out whether you're planning to work within your city or you're willing to branch out
- Consider how you'll get to work whether by public transport or driving
- Research the route, parking situation, and commute duration to plan effectively
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☐ Set up application tracking tools

- Download tracking templates or use apps to track where and when you've applied to simplify your job search and manage stress
- Note deadlines and application statuses (e.g., "submitted," "in review," etc.)

Step 3: Start the Internship Search

☐ Research the companies you're targeting

- When job searching, look up the company's description, values, work environment and industry-standing by also visiting their websites
- Understand the responsibilities that are tasked with the role. Be mindful that some similar roles may involve different projects and tasks, so it's up to you to evaluate and choose which role aligns with your strengths and career goals

☐ Look out for benefits

- Some companies disclose benefits and perks, including flexible hours, team activities, well-stocked pantries, subsidised meals, and more
- Find out the company's preferred work mode, whether hybrid, fully remote, or fully on-site, to understand your expected level of flexibility

☐ Expand your search engines

- Don't just search on one job site and hope for the best. Apply through 2-3 job sites and applications to increase your chances of landing interviews.

Step 4: Prepare for Interviews

☐ Study your potential employers

- Familiarise yourself with the company's mission, values, and recent news
- Know the team or department's goals to tailor your answers accordingly

☐ Prepare specific questions for the interviewer

- Ask about company culture, team dynamics, or a typical day in the role.
- Show your enthusiasm by asking about potential projects or learning opportunities you might get from the job

☐ Showcase relevant experiences confidently

- When answering questions about yourself, use concrete examples from school projects, part-time jobs, or volunteer work
- Relate these experiences directly to the skills the internship requires

☐ Dress professionally and arrive on time

- Dress according to the company's dress code (business or business casual)
- Arrive 10-15 minutes early, whether in person or virtually

☐ Practice active listening and positive body language

- Nod to show understanding, maintain eye contact, and smile when appropriate
- Avoid interrupting and respond thoughtfully to each question

☐ End with a thank you and enthusiasm

- Conclude by thanking the interviewer for their time and reinforce your interest by expressing excitement about the potential opportunity

☐ Reach out to your references (if applicable)

- Notify your references that they might be contacted and share details about the role. Don't forget to thank them for supporting your application

Step 5: Follow Up With The Position

☐ Send a thank you email

- Within 24 hours, email a thank-you note expressing appreciation for the interview
- Mention specific points from the interview and reiterate your interest. This shows that you were attentive and genuinely engaged during the interview

☐ Reflect on the interview

- Take a moment to review what went well and where you could improve
- Consider any skills or experiences to highlight better in future interviews

☐ Update your application tracker

- Mark the interview date, outcome, and any follow-up reminders (e.g. callback for another round of interviews)
- Track progress and decide when to follow up if you haven't heard back

☐ Send a follow-up email

- There are various reasons why you might not hear back from a company you applied from, but that shouldn't discourage you from reaching out or continuing with your search
- Send a follow-up email as a soft reminder of your application, whether it's to nudge the companies that "ghosted" you or for a callback. A response will give you closure if the position has been filled
- As a general rule, wait about one week after submitting your application or completing the interview before reaching out to the employer

☐ Evaluate and prepare for onboarding (if accepted)

- If you're offered the role, ask about onboarding procedures and any preparatory steps.
- You must review company policies and contracts before accepting the position. A written contract isn't just a formality — it's an outline of your responsibilities, your job security, and what your employer is accountable for

☐ Request feedback (if not accepted)

- Rejection can be a great teacher! Politely ask the interviewer if they can provide feedback on your performance (e.g., areas for improvement or factors that influenced their decision)
- This shows initiative and a willingness to learn. Employers might even consider you for future opportunities because of your proactive attitude
- Use this feedback constructively for future interviews

☐ Keep applying and networking

- Continue applying to other roles while awaiting responses!



'How To' Tips

How To Send a 'Thank You' Email



Sending a 'thank you' email allows you to continue making a good impression on your potential employer even after the interview. For this, you'll want to leave a strong note that makes you a memorable candidate for the role. Regardless of whether your 'thank you' email is formal or casual, there are a few standard elements you'll need to include to make it as effective as possible.

1 A clear subject line

Example: "Thank You for the [Position Title] Interview"

2 Personalised greeting

Example: "Dear [Interviewer's Honorifics and Name]"

3 Appreciation for the opportunity

Example: "Thank you for taking the time to meet with me and discuss the [Position Title] role at [Company Name]."

4 Mention a specific highlight from the interview

Example: "I particularly enjoyed learning about [specific project, company value, or team initiative discussed]."

5 Prompt to take the next action and a closing

Example: "Please feel free to reach out if you need any additional information from me. Thank you again for the opportunity, and I look forward to hearing from you soon."

6 Contact information

Example:
 "Sincerely,
 [Your Full Name]
 [Your Email Address]
 [Your Phone Number]"

7 Reiterate your interest in the role and highlight your qualifications

Example: "I'm especially excited about how my experience in [relevant skill or field] aligns with the needs of your team."



Quick Tips

- Send the email within 24 hours of the interview.
- Keep it concise and professional, yet warm and genuine.
- Personalise it by mentioning specific points from the conversation.

'How To' Tips

How To Follow Up on the Position



Most companies have their own hiring timeline, which typically takes one to two weeks. However, it's also common for some applications to go unnoticed, whether it's due to an influx of applications or the hiring manager simply forgot. This is why following up with the company after applying to a job ad is a good practice to show your continued interest in the position and serve as a soft reminder to the hiring manager.

1 A clear subject line

Example: "Follow-Up on [Position Title] Application"

2 Polite greeting

Example: "Dear [Interviewer's Honorifics and Name]"

3 Brief introduction and purpose of email

Example: "I hope this email finds you well. My name is [Your Name], and I recently applied for the [Position Title] role. I wanted to check on the status of my application and see if there are any updates regarding the [Position Title] role."

4 Reaffirm your interest

Example: "I remain enthusiastic about working for [Company Name], and I believe my [top technical or soft skills] would be an excellent match for this role."

5 Express gratitude and close politely

Example: "Thank you for your time and consideration. I look forward to hearing from you soon."

6 Contact information

Example:
"Sincerely,
[Your Full Name]
[Your Email Address]
[Your Phone Number]"

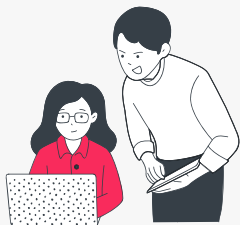


Quick Tips

- Wait two weeks after submitting your job application.
- Keep your follow-up short and concise, approximately three brief paragraphs.
- Time your email right. Send emails during work hours, preferably in the morning or before lunchtime, as that's when employees would check their emails.
- Know when not to follow up. Some employers request that **candidates refrain from contacting** the hiring manager after applying, so be sure to check their website or hiring platform for this information. Additionally, if the job hasn't gotten back to you in 4 weeks, you can consider moving on to other opportunities.

'How To' Tips

How To Request Feedback



Rejection is an inevitable part of the job search process. But it's also the best time to grow professionally by requesting constructive feedback. This helps you identify any areas you fell short of improvement. Here's how to respond and ask for feedback after being turned down for a job.

1 A clear subject line

Example: "Request for Feedback on [Position Title] Interview"

2 Polite greeting

Address the interviewer by their name: "Dear [Interviewer's Name/Hiring Manager's Name],"

3 Thank them for the opportunity

Example: "I hope this email finds you well. I wanted to take a moment to express my sincere gratitude for the opportunity to interview for the [Job Role] position at [Company Name]."

4 Acknowledge the decision gracefully

Example: "Although I am disappointed to learn that I was not selected, I remain enthusiastic about the possibility of working with your organisation in the future."

5 Respectfully request for a feedback and how it can help you

Example: "I would greatly appreciate it if you could spare a few moments to provide me with some feedback on my application and interview. I am committed to continuous improvement and believe that your insights will be invaluable in helping me refine my skills and enhance my candidacy for future opportunities."

6 Prompt to take the next action

Example: "I am open to a brief phone call or an email exchange, whichever is most convenient for you."

7 Politely close on a positive note

Example: "Thank you once again for your time and consideration. I look forward to hearing from you."

8 Contact information

Example:
"Sincerely,
[Your Full Name]
[Your Email Address]
[Your Phone Number]"

Quick Tips

- Keep your email short and professional
- Remain open-minded and receptive. Don't argue or seek to change their mind
- Be respectful of their time. Giving feedback is optional so don't expect to receive an update immediately
- Once you've received your feedback, respond with an appreciative email
- Take the time to reflect on the feedback, apply it and move forward

Mistakes to Avoid When Searching For Internships



Here's a list of common mistakes that can hinder your internship search and how to avoid them. Use this as a reference to ensure you're maximizing your chances of success

1

Applying Without Researching the Company



Not understanding the company's mission, values, or culture can lead to applying for roles that aren't a good fit for your career goals or personal values.

Using a Generic Resume or Cover Letter

2



Sending the same resume and cover letter for every application can make you appear uninterested or unqualified for specific roles.

3

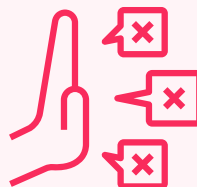
Neglecting to Proofread Application Materials



Typos, grammatical errors, or formatting issues can leave a poor impression on recruiters.

Ignoring Feedback or Rejections

4



Taking rejections personally or not seeking feedback can hinder your growth. Use this opportunity to improve your applications instead of being discouraged.

Mistakes to Avoid When Searching For Internships



Here's a list of common mistakes that can hinder your internship search and how to avoid them. Use this as a reference to ensure you're maximizing your chances of success

5

Applying to Too Few Positions



Relying on one or two applications significantly reduces your chances of securing an internship. Aim for 5-10 applications to balance quality and quantity.

Bad Time Management

6



Don't wait until the last minute to apply for internships, as this can lead to missed deadlines. Apply at least a month before your start date for a smooth internship semester.

7

Having a Disorganised Application Process



Forgetting where you've applied or failing to follow up can make your search less efficient. Get an application tracker to monitor your progress.

Focusing Only on Large Companies

8



Don't miss out on opportunities at smaller companies by limiting your search to big companies. Look into small businesses and startups, which often time offer more hands-on experience and mentorship.



Managing Stress And Job Hunt Burnout

Searching for internships can be an exciting yet overwhelming process. Between perfecting resumes, sending applications, and attending interviews, it's easy to feel burned out. Not to mention, the fear of rejection as well as anxiety surrounding working in the real world can take an emotional toll on you as well. While working is part and parcel of adulthood, here are ways you can stay motivated, manage stress and maintain balance during your internship search.



Set Realistic Goals

- **Break down your application process** into smaller, manageable tasks, like applying to a specific number of internships per week.
- **Celebrate small wins**, such as completing a strong cover letter or getting an interview invitation.



Stick To A Schedule

- **Allocate specific times** during the day for job hunting to prevent it from taking over your life.
- For example, dedicate 2-3 focused hours for applications and use the rest of your time for school, hobbies, or relaxation.



Stay Positive

- **Focus on what you can control**, such as improving your resume, researching companies, and preparing for interviews.
- **Remind yourself that rejection is part of the process**, not a reflection of your worth.



Take Breaks

- **Avoid working non-stop**; frequent breaks can help recharge your mental and emotional energy.
- **Engage in activities that relax and rejuvenate you**, such as exercise, hobbies, or spending time with loved ones.



Lean on Your Support Network

- **Share your experiences with friends, family, or mentors** who can provide encouragement and perspective.
- **Join online communities or forums for job seekers** to find support and exchange tips.



How To **BALANCE**

Applications with School and Personal Life



Prioritise Task

- **Use a planner or digital tools like Trello, Notion or Google Calendar** to organise deadlines for assignments and application submissions.
- **Rank tasks by urgency and importance**, ensuring you tackle high-priority items first.



Focus on Self-Care

- **Maintain healthy habits**, like getting enough sleep, eating nutritious meals, and staying active.
- **Recognise when you're pushing yourself too hard** and take steps to recharge before burnout sets in.



Practice Time Management

- **Use techniques** like the Pomodoro method (25 minutes of work followed by a 5-minute break) to stay productive without overworking.
- **Set aside specific times** during the week for school, job applications, and personal relaxation.



Know When to Pause

- If applications are becoming overwhelming, **take a step back to reflect and re-strategise**.
- It's better to **apply to fewer internships with well-prepared materials** than to send out rushed applications.

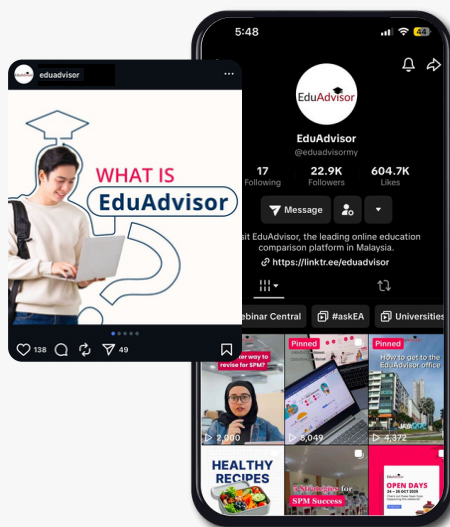


Establish Boundaries

- **Avoid multitasking**, such as working on applications during class or vice versa.
- **Set clear boundaries** between your study time, application time, and downtime.

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