

Do's & Don'ts When **APPLYING FOR** **INTERNSHIP**



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.

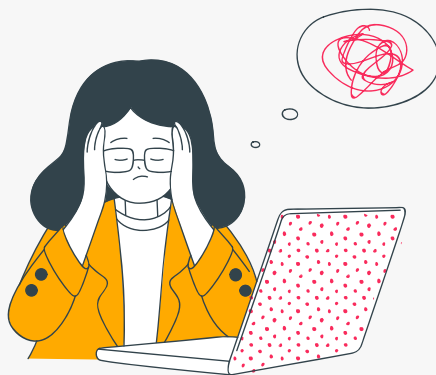


Career & Networking Opportunities

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

DOS & DON'TS

WHEN APPLYING FOR INTERNSHIP



Internships aren't just resume fillers. They are valuable opportunities to gain firsthand experience in the working world, explore your chosen field, and discover what truly excites you. Within a short period, an internship can help you clarify your career interests, develop practical skills, and start building a professional network.

No matter where you choose to do your practical training, understanding how to impress potential employers is crucial to landing the right role. This means knowing what to highlight in your resume, how to craft a compelling email, and how to distinguish yourself from other applicants.

DO YOU KNOW YOURSELF?

Before crafting your resume, take a moment for self-reflection to identify your strengths, goals, and values. This will help you structure a resume that effectively highlights your interests, abilities, and aspirations. Additionally, this information will come in handy during interviews when you face the classic question: "Tell me about yourself?"

To make this easier, we've put together a self-reflection checklist and some thought-provoking questions for you to consider.



Take your time to reflect on your best skills, preferred working environment, and aspirations. This is your chance to understand what makes you stand out. We suggest writing them down to help you see the bigger picture.

Pre-Internship Reflection Checklist

Personal Interest | *What excites me, what I enjoy, where my passion lies*

- ☐ What activities or topics genuinely excite me?
- ☐ What do I naturally gravitate toward in my free time?
- ☐ What subjects or hobbies make me lose track of time?

Personality & Traits | *How I work, what I value, how I respond to challenges*

- ☐ Am I introverted, extroverted, or an ambivert?
- ☐ How do I usually handle stress or unfamiliar situations?
- ☐ What values guide my decisions?

Learning & Working Style | *How I prefer to learn and operate*

- ☐ Do I learn best through reading, listening, watching, or doing?
- ☐ Do I prefer structured routines or flexible environments?
- ☐ Do I work better alone or with others?

Motivation & Habits | *What drives me and what I want to improve*

- ☐ Do I learn best through reading, listening, watching, or doing?
- ☐ Do I prefer structured routines or flexible environments?
- ☐ Do I work better alone or with others?



Pre-Internship Reflection Checklist

Lifestyle Preferences | *What work environment and balance I want to have*

- ☐ Do I feel more comfortable in active or calm settings?
- ☐ Do my daily routines reflect what I value?
- ☐ How much social time vs. alone time do I need?


Career Interests | *What type of career do I envision myself having?*

- ☐ Which fields or industries appeal to me based on my interests?
- ☐ What type of role matches my personality and working style?
- ☐ What skills or experiences do I hope to gain from an internship?

Strengths & Skill Gaps | *How can I best showcase my abilities?*

- ☐ What are my top three strengths?
- ☐ What technical or soft skills do I already have?
- ☐ Which skills do I want to develop?

Academic & Project Highlights | *What are pivotal moments in university that showcased my leadership skills?*

- ☐ Have I worked on group tasks showing teamwork or leadership?
 - ☐ Have I joined clubs, events, or part-time jobs that taught me valuable skills?
 - ☐ Do I have examples of problem-solving, creativity, or initiative?
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4 Self-Reflection Prompts

- What makes me different from other applicants?
- What key qualities or values do I want employers to notice?
- Which achievements or experiences best represent who I am?
- What story do I want my resume to tell about my goals and direction?

DOS & DON'TS

....to watch out for

Not sure what to do or what to avoid when applying for internships? Here's a quick guide to help you make smart choices and dodge common mistakes.

Before applying for an internship

DO



Research about the company

Learn about their vision, mission and values. It helps to show your genuine interest.



Tailor your resume and CV

Highlight skills and experience that fits the role, if possible keep it 1 page.



Proofread and polish

Check layout, consistency and grammar. Clean design is more preferable.



Prepare supporting documents early

Have your transcript, portfolio, or reference letters ready before applying.

DON'T



Copy-paste templates

Recruiter can tell when you've sent a generic application, makes it seem like you're uninterested.



Underestimate your soft skills

Communication, adaptability, and teamwork matter just as much as your technical skills.



Overlook details

Bad formatting, typos and inconsistent fonts might not give a good first impression of yourself.



Send the same resume everywhere

It looks irrelevant to some roles that you're applying.

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During the application process

DO



Follow instructions

If the companies specifically request for PDF format, send files in PDF format. Name files clearly (e.g., Name_Resume.pdf).



Apply early

Many roles will be filled before deadline and keep a track of your applications in a simple spreadsheet or an app.



Apply through the correct platform

Apply via official email address, LinkedIn or job portals



Check your availability

Ensure you're applying for positions where the duration tallies with your internship period.

DON'T



Ignore submission rules

Sending your application after the deadline can make you look irresponsible and inefficient.



Submit last-minute

Waiting too long can mean missing out on opportunities.



Cross boundaries

Avoid reaching out to the company or recruiter's social media account as this shows lack of boundaries and professionalism



Waste time

Abstain from applying to jobs with timeline or date you're unable to commit to. Save your time and energy to jobs that align with your needs.



Use inappropriate email

Emails like babygurlxo or footballking23 won't make a great first impression. Use your name-based one instead

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After applying for an internship

DO



Follow-up politely

If you haven't heard back in 1-2 weeks, send a brief and polite email



Keep it professional

Ensure your queries and responses are clear, polite and professional at all times



Send a thank you email

Email them within 24 hours after your interview to maintain a lasting impression



Prepare for interviews

Continue applying to jobs and prepare for interviews while awaiting for responses

DON'T



Spam or rush follow-ups

Don't email them every other day as this will make you look impatient and desperate



Be unprofessional

Don't reply like you're texting your friend. One word replies, stickers and emojis only are strictly unacceptable



Ghost recruiters

If you get another offer or need to decline, reply politely and let them know anyway. It's a small gesture that leaves a lasting good impression

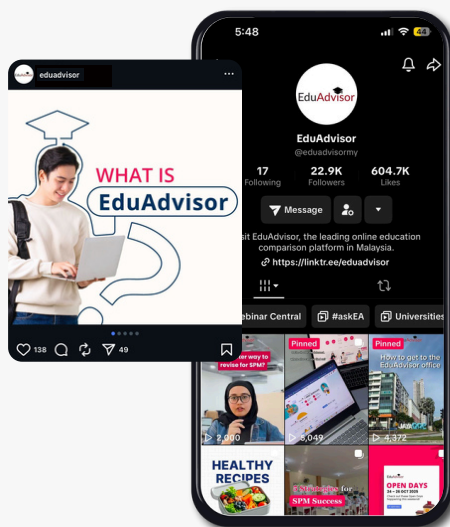


Put all your hopes into one application

Stay confident but it's best to apply to multiple companies

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