

Imperial College  
London

# Finding Summer Internships & Winning CVS



Your success. Our goal.

Careers Service

[www.imperial.ac.uk/careers](http://www.imperial.ac.uk/careers)



# Agenda



- 1 • Reviewing your experience
- 2 • Opportunities available
- 3 • Finding advertised internships
- 4 • Finding hidden opportunities
- 5 • Winning CVs

# Reviewing Your Experience



# Case Study: Internship

Oskar Mamrzynski, Second Year Computing Student



## Which company did you undertake work experience with?

Towers Watson - they are a global consultancy, working in areas such as insurance, retirement, benefits, rewards packages and investment.



## How did you go about finding the internship?

I had been looking for an internship since the start of December of my 2nd year. After a failed application to another company, I noticed that Towers Watson had their own small careers event. I dedicated a bit of time to go there and talk to people who work in the company. I spoke mainly with someone working in the software department, but there were people from investment and retirement branches of the business as well. I also spoke to an employee who I later found out was the global organisations manager and was at my first interview. There were no e-mail signups at the event, but I was pointed to their website, where I could find the job description



“Apply well and research the companies. Show that you have a real interest in the company instead of vaguely throwing your CV at them”

- Oskar Mamrzynski

## What was the most valuable thing about your work experience?

I would say the most valuable thing I got out of it is a graduate job offer. I will be joining the company full-time next year, after deciding to drop my 4th year of studies. I've also expanded my technical skills gaining experience in learning C# from scratch as well as .NET framework, Microsoft SQL Server, MVVM, WPF, UI design, IoC container & Dependency injection, various design principles and patterns and a bit of ASP.NET MVC. These are not taught at Imperial but are very much essential for work in industry.



Industry Sector	Organisation	Deadline
<b>Software Companies</b>	<ul style="list-style-type: none"> <li>• FactSet</li> <li>• G Research</li> <li>• Mathworks (Software developer)</li> <li>• Metaswitch (Communication software)</li> <li>• Delcam</li> <li>• IBM</li> <li>• Red Gate</li> <li>• Sparx</li> <li>• Ocado</li> <li>• Compucorp</li> <li>• Riot Games</li> <li>• Graffica</li> </ul>	<p>5 Jan 30 Nov 31 Dec 8 Jan 27 Nov 31 Dec 11 Jan 5 Jan 17 Dec 1 Dec 14 Nov</p>
<b>Other Technology Roles</b>	<ul style="list-style-type: none"> <li>• Imagination Technologies</li> <li>• PA Consulting</li> <li>• Atkins</li> <li>• Jaguar Land Rover</li> <li>• DSTL</li> <li>• BAE Systems</li> <li>• Dialog Semiconductor</li> <li>• Atos</li> </ul>	



Industry Sector	Organisation	Deadline
<b>Technology in Finance/Banking</b>	<ul style="list-style-type: none"> <li>• Internships and deadlines investment banks listed - <a href="http://bit.ly/efinancial">http://bit.ly/efinancial</a></li> <li><b>Other finance:</b></li> <li>• Blackrock</li> <li>• Markit</li> <li>• Schroders</li> <li>• Towers Watson</li> <li>• Aberdeen Asset Management</li> </ul>	Internships imminent, Insights Jan 7 Dec 19 Jan 31 Dec 19 Dec 16 Nov
<b>Research</b>	<ul style="list-style-type: none"> <li>• UROP</li> <li>• RISE program Germany</li> <li>• Imperial International Office</li> <li>• TiROP Tokyo</li> <li>• EPFL (<i>on campus 3 Nov</i>)</li> </ul>	On-going Open 6 Dec - 15 Jan  15 Nov
<b>Energy</b>	<ul style="list-style-type: none"> <li>• EDF Trading</li> <li>• Centrica (free accommodation)</li> <li>• BP</li> <li>• ExxonMobil</li> </ul>	24 Dec 30 March 26 Jan



# Finding Advertised Internships



- 1
  - 2
  - 3
  - 4
  - 5
- **JobsLive**
    - Set your profile to receive personalised vacancy & event updates
  - **Brochures/Directories**
    - Available to collect from the Careers Service
  - **Online Jobs Boards**
  - **Careers Fairs**
    - IT & Technology Fair 13 Nov
    - Internship Fair 19 Feb
  - **Social Media**
    - Facebook, Twitter & LinkedIn



# Internships Abroad



1

- **Going Global**

- <http://www3.imperial.ac.uk/careers/resources/goingglobal>

2

- **J1 Visa required for USA**

- ISTPlus
- Bunac
- InterExchange

3

- **IAESTE**

4

- **Engineers without Borders**

5





# Finding Hidden Opportunities

## 5 steps to making a speculative application:



### 1. Find a company

- Use your network
- LinkedIn
- JobsLive organisation search



### Weblinks:

Silicon Milkroundabout	<a href="http://siliconmilkroundabout.com/companies">http://siliconmilkroundabout.com/companies</a>
Built in London	<a href="http://www.builtinlondon.co/">http://www.builtinlondon.co/</a>
Imperial Create Lab	<a href="http://imperialcreatelab.com/">http://imperialcreatelab.com/</a>
DueDil blog list of start ups	<a href="http://bit.ly/1sqjPuP">http://bit.ly/1sqjPuP</a>



# Imperial College London Using LinkedIn to Find Companies



**Imperial College London**  
London, United Kingdom

97,133 followers

✓ Following

Suggest

Home

Notables

**Students & Alumni**

Recommendations

LinkedIn for Education ▶

3,256 results

Search this set

Attended

1900 to 2014

Change school ▼

Computer Science x

Clear all

## Where they live 🔍

United Kingdom	1,914
London, United Kingdom	1,168
United States	362
San Francisco Bay Area	100
Hong Kong	88
Greece	79
Greater New York City Area	79
France	76

## Where they work 🔍

Google	43
IBM	34
Goldman Sachs	30
Morgan Stanley	30
Credit Suisse	26
Barclays Investment Bank	26
Accenture	23
Citi	23

## What they do

Engineering	676
Information Technology	501
Research	326
Consulting	265
Entrepreneurship	231
Finance	194
Education	187
Program and Project Management	148



Canada	58	Deutsche Bank	21	Support	95
Australia	57	J.P. Morgan	15	Sales	92
Cambridge, United Kingdom	56	HSBC	15	Business Development	86
China	55	JPMorgan Chase & Co.	14	Product Management	66
Germany	48	Merrill Lynch	14	Media and Communication	45
Switzerland	47	Hewlett-Packard	12	Marketing	44
Paris Area, France	43	Oracle	12	Arts and Design	41
Harrow, United Kingdom	41	Cisco	11	Quality Assurance	27
Reading, United Kingdom	41	Amazon	11	Human Resources	21
Guildford, United Kingdom	39	EY	10	Administrative	16
Twickenham, United Kingdom	34	BNP Paribas	10	Accounting	15
Cyprus	31	Amadeus IT Group	10	Legal	15
Toronto, Canada Area	27	University College London	10	Healthcare Services	14
Zürich Area, Switzerland	27	UBS	9	Community and Social Services	12
Kingston upon Thames, United Kingdom	26	Royal Bank of Scotland	9	Real Estate	6
Sweden	25	Intel Corporation	8	Military and Protective Services	5

# Finding Hidden Opportunities

## 5 steps to making a speculative application:

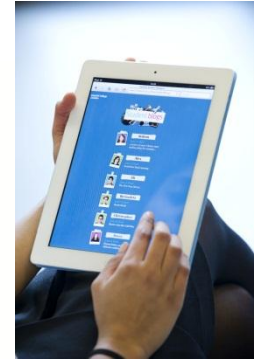


### 2. Research the company

- Google news, annual reports, social media



News



### 3. Find a contact name

- Telephone to ask who the best person is
- HR team contacts often on company careers webpage
- Lots of recruiters are on LinkedIn
- Or try the manager of the team you want to work in

### 4. Prepare a targeted CV and covering letter

- Use your research to specify the department you wish to work in and what you have to offer

### 5. Send your application

- Keep records!

# Winning CVs

## Exercise 1 – Vacancy Analysis



In pairs/3's look at the following internship vacancy and identify what the employer is looking for in terms of knowledge, skills and personal qualities.

(3 minutes)





The goal of our summer internship program is to expose extraordinary candidates to the projects and environment associated with full-time work in quantitative analysis and software development at the company. Interns interact with various trading groups and gain valuable work experience while demonstrating their skills on a variety of real-world projects. For quantitative analyst interns, these projects might include applying sophisticated numerical techniques and writing software to develop and analyse statistical models for our computerized financial trading strategies, or researching financial literature to identify new trading ideas and creating simulations to test them.

Software development interns work closely with full-time employees to build tools for the analysis of financial instruments as well as to design and deploy real-time, scalable applications for the firm's highly automated trading activities. Working closely with quants, developers, and other senior staff as mentors, interns can expect an environment conducive to strong professional development. In addition, regularly scheduled social events give interns the opportunity to interact with colleagues and learn about the goings-on at the firm as a whole. Successful candidates have traditionally been the top students in their respective maths, physics, engineering, and computer science programs.



# Winning CVs

## Vacancy Analysis Feedback



### Knowledge:

- Strong academic performance “top student” in maths, physics, engineering or computer science

### Skills:

- Communication
- Relationship building
- Team work
- Numeracy/Programming
- Problem solving /Analytical
- Research
- Creative/innovative

### Personal Qualities:

- Sociable

# Winning CVs

## Exercise 2 – Become a recruiter



In the same groups look at the CV and covering letter that have been used to apply for the vacancy and identify :

### CV

- What is good and why?
- What needs work?

### For Covering Letter

To what extent does the CL address:

- The requirements of the job?
- Provide evidence to indicate a good match?
- The motivation and commitment of the applicant?

**You have 5 minutes!**





### Your name

There's no need to write 'curriculum vitae' at the top – just your name. Make it stand out, using bold and slightly larger font.

## Anthony Goodfellow

28 Sutherland Road  
London W6 7HS

anthony.goodfellow09@imperial.ac.uk  
Mobile: 079645321

### Contact details

Keep your contact details to a minimum: no need to say 'address' – just provide it neatly with phone and email. No need to add date of birth. If you are an international student with the right to work in the UK, state that here.

## EDUCATION AND QUALIFICATIONS

2010 - 2014 **Imperial College London**  
**MEng in Electrical and Electronic Engineering (2:1 predicted)**

**Modules include:** Digital Signal Processing, Control and Communications, Professional Engineering: Technical Communication, Computing, Management & Business,

**Group projects:** 2<sup>nd</sup> Year: worked in a group to design and manufacture a 'bug' to go round a track, 5 seconds after being triggered; developed an analogue solution using a comparator circuit which compared resistances of the two side sensors (phototransistors) and adjusted speed of motor to turn back in the track; as Group Leader, my role was to delegate research and report sections to team members and keep group organised and focused. .

**(Individual Project):** 3<sup>rd</sup> Year: produced concept design and prototype motor for battery-powered tool (wood planer);

2004 – 2010 **Dr Challoner's Grammar School, Amersham, Bucks**

**A Levels:** Mathematics (A), Physics (A), Chemistry (A), Further Mathematics (A); **AS Levels:** Biology (A), Critical Thinking (A)

**GCSEs:** A\*s in 10 subjects including Mathematics, English and French.

### Education

If you're applying to postgrad study or work related to your degree, this section is very important. Mention options chosen and grades to show relevant interests and strengths as well as technical or laboratory skills (MATLAB, 'R' etc). Include a brief description of technical projects too. For applications to jobs not related to your degree, provide briefer details (and a 1 page CV may work better). Use 'action words' to show skills required and give an expected overall grade.

## AWARDS

- Received Dr Challoner's Foundation Scholarship and Governor's Leaving Scholarship for GCSE and A Level performance respectively
- Received Form Prize for academic excellence four years out of five
- Passed Grade 8 Clarinet with Merit



## ENGINEERING EXPERIENCE

- 2012 **Internship as Project Manager – Design Express UK, Coventry**
- Worked as part of a team on a landscape development project for a nature park, producing engineering drawings of proposed development using CAD
  - Consulted with different companies and stakeholders involved to evaluate the range of possible options and identify and recommend the optimum solution
  - Estimated preliminary budget, produced Gantt chart and targets for project stages
  - Produced and presented final report, using Excel and PowerPoint, to colleagues which was then incorporated into progress report to the Environment Agency and other bodies involved in authorising the project

### Professional experience

Be specific and concise, mention achievements and outcomes.



## FURTHER ENGINEERING EXPERIENCE / PROJECTS

### 2011 **E.quinox (Student-led society at Imperial)**

- Contributed actively to student-led initiative to bring electricity to rural areas in Rwanda and achieve a sustainable blueprint energy solution
- Led data-logger team in observing and monitoring the battery-charging kiosks
- Travelled to Rwanda and installed battery charger at a solar kiosk; also created infrastructure for newer system at hydro kiosk
- Overcame challenges such as extremely limited and unpredictable resources or access to internet locally, necessitating effective time management and communication as a team
- Used Basic Linux Shell and Python programming, designing a system comprising Linux-based beagleboard, connected to internet via a GSM modem

### 2011 **Cranfield University – Headstart Engineering course**

- Worked as part of a team on a number of projects which required thinking creatively, managing time and working well in a team
- Designed and built mechanism to launch an 'egg' over a 2m-high wall and land it safely in a designated zone; came up with idea for design of simple autogyro out of paper that allowed egg to gently auto-rotate down to earth

## ADDITIONAL WORK EXPERIENCE

### 2009 – 2011 **Royal Standard Pub, Beaconsfield – Bar assistant**

- Worked as part of a team under pressure undertaking range of tasks such as restocking drinks, collecting glasses and serving customers behind the bar
- Communicated well with customers and other members of bar staff

## TECHNICAL / ADDITIONAL SKILLS

**Programming / Computing / IT:** design and write simple programs using MATLAB; proficient at Microsoft Excel and Word; use CAD software eg Solidworks to generate 3-D solid models and engineering drawings; highly competent at producing and interpreting engineering drawings; **Other:** UK Driving Licence;



## INTERESTS AND ACHIEVEMENTS

- Currently play clarinet in Imperial College Jazz Band (ICJB);
- Elected Social Secretary of ICJB Committee (2011-2012); have organised regular social events for players, refreshments during rehearsals as well as room bookings for events; have contributed actively to weekly committee meetings and demonstrated effective team work, communication and organisation skills
- Played in Buckinghamshire Schools Symphony Orchestra (2007 – 2010); performed in school production of 'My Fair Lady' (2009)

## REFERENCES

Contact details of referees available on request







23 Hills Road  
London W8 5AB

Graduate Recruitment  
HR Division  
Chicago Consulting Group  
London

2 October 2012

Dear Sir/Madam,

I am a final year Mathematics student at Imperial College London, and wish to apply for your analyst graduate programme as advertised with the Careers Service on JobsLive.

I am attracted to the analyst role, because I have a keen interest in working in a business consultancy. Having gained experience working in a hotel, I know I would enjoy a varied and stimulating commercial business environment. In particular, I am attracted to Chicago Consulting, because of its industry focus and its success in helping businesses improve their performance, demonstrated in its recent quarterly report. The quality of the training and personal development offered, also greatly appeal.

I would welcome the opportunity to work on a variety of projects, learning more about business whilst at the same time making a contribution with my existing skills. For example, my mathematics degree has provided me with solid analytical and problem-solving skills. My excellent result in my final project which involved formulating a financial and business model using Black-Scholes equation demonstrates my interest in and understanding of business finance. I also continually keep abreast of business news, regularly consulting relevant media such as the FT and BBC news.

... that I gained at the TopNotch Hotel in

### Letter layout

- Aim for one side of A4 usually.
- Note correct layout for your address and their address.
- Remember to date your letter.
- Address letter to a named person if possible, using 'title + surname', with 'Yours sincerely' at the end. Otherwise say 'Dear Sir or Madam' and 'Yours faithfully' at the end.

### The opening paragraph

- Explain why you are writing to them.
- Say where you saw the advert or explain that you're contacting them in case they have any suitable openings.
- Introduce yourself by referring to the stage you're at on your course at Imperial.

### Why this job/organisation?

- Show that you've thought about why you'd like to work for them.
- Be concise and genuine, give one or two specific reasons.
- Demonstrate some knowledge of the organisation. But avoid just repeating what's on their website.



The practical work experience in a business setting that I gained at the TopNotch Manchester, involved working as part of a team of six, managing the reception desk. I communicated professionally with clients from different backgrounds, dealing with a wide range of enquiries and working well under pressure. One of my main achievements whilst there was to propose a new software system to facilitate an improved information flow between bookings and check out, allowing clients' requirements to be tracked during their stay and archived to inform any future stay. This is currently being implemented.

My extensive travel and backpacking experience has provided me with cultural insights that can help inform my work in an international environment. I find the strong emphasis on team working at Chicago Consulting highly appealing as I have enjoyed this aspect whether at TopNotch, or as treasurer of the Raincatcher Imperial Club. In this role, I managed budgets and raised funds from sponsors; I was able not only to increase the number of sponsors by 10% but also successfully negotiated a 5% budget increase. Furthermore, I have been involved in organising two major fundraising events, raising over £2,500 in total towards the provision of clean drinking water in Tanzania.

In summary, I believe that I could make an immediate contribution to your business with my skills, experience and motivation. My CV is attached. I would be pleased to provide you with any further information required and look forward to hearing from you.

Yours faithfully

Mila Tirimo

### Why you?

- Highlight all the main reasons why they should be interested in you.
- Refer to relevant skills, experience and knowledge.
- Don't just repeat your CV; supplement and tailor your information to this particular role and organisation.
- Give evidence for your claims.

### The ending

- End on a positive – what you hope will happen next!
- Don't forget to sign your letter if posting it.



## Summary – A good CV:



- Not one perfect model
- Captures the readers attention
- Targeted to the specific job/role or career area
- Highlights relevant skills you have to offer & USP
- Clearly laid out and logically ordered
- Easy to read (white space, formatting)
- Informative, but concise
- Accurate in content, spelling and grammar

# Summary - The Covering Letter



- Essentially a marketing document to complement your CV.
- Include:
  - Why the organisation?
  - Why the job?
  - Why you?
- Sell yourself - make the connection between your education, work experience & interests and the job role you are applying for.



1 Amy Townsend  
Placement & Internship Adviser  
[internship.unit@imperial.ac.uk](mailto:internship.unit@imperial.ac.uk)



- **Internship & Placement 20 minute consultations, Careers Service**
- **Appointments for Computing students in Huxley**
  - Every Thursday 1-2pm (Sarmini)
- **Lunchtime workshops & Afternoon Seminars every day**
  - (Interviews, Application Forms, Assessment Centres)

4 **Book on JobsLive**

# Summary



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