

YOUR GUIDE TO GETTING A SUMMER INTERNSHIP

How important is getting a summer internship?

- Internships and work experience are vital to develop your skills, learn about your career options, grow your network and give yourself the best possible chance of a great graduate job
- We recommend that all undergraduates complete at least two internships during their studies
- These could be internships over the summer or credit-bearing placements
- We would recommend that one of these two is a full summer-long internship lasting 6-12 weeks.

‘In today’s competitive graduate recruitment market, work experience schemes have become an integral part of recruiting new graduates’ - *The Graduate Market in 2019*, High Fliers Research

5 steps to getting your summer work experience sorted

1. Decide what you’re looking for
2. Find great work experience options
3. Make great applications - the team at Careers can help you with CVs, cover letters, application forms and interviews
4. Sort the practical details - salary, location, accommodation
5. Have a great summer!

STEP 1: DECIDE WHAT YOU’RE LOOKING FOR

Answer the following questions to define what you’re looking for from your internship? The Careers team can help if you need.

Do you want to do your internship in a field that relates to your degree, or gain experience of a different field (which field?)	
What kind of skills do you want to use/develop in your internship?	
Do you have a specific job/career in mind for after university? If so, is there any specific skill or experience that you need to add to your CV now to be competitive in the future?	
How long do you have available to do your internship?	
How much money do you need to earn this summer?	

STEP 2: FIND GREAT WORK EXPERIENCE OPTIONS

Don't just use one website when you're hunting for work experience! Diversify your search strategy for the best chance of success.

There are six different strategies to use to gain great work experience; use them all!

1) University of Reading sources

My Jobs Online:

- Filter by 'Opportunity Type' for internships - make sure you select 'Match Any' on the filter options
- Save your search parameters
- Use 'My Profile' to ensure you get email alerts

<https://reading.targetconnect.net/student/login.html>

Careers have two paid internship schemes for University of Reading students:

- [Reading Internship Scheme](#) (RIS) -
http://student.reading.ac.uk/essentials/careers_and_professional_development/grow/reading-internship-scheme.aspx
- [Undergraduate Research Opportunities Programme](#) (UROP) -
http://student.reading.ac.uk/essentials/careers_and_professional_development/grow/urop.aspx

Opportunities for both schemes are advertised on My Jobs Online.

2) Student-specific sources

- [Prospects](#) (choose 'work experience' under 'type of work' to find internships)
<https://www.prospects.ac.uk/graduate-jobs>
- [TargetJobs](#) (use the detailed filters to narrow down)
<https://targetjobs.co.uk/internships-vacancies>
- [RateMyPlacement](#) (our favourite resource that is not just placements - you can narrow down to 'internships')
<https://www.ratemyplacement.co.uk/>
- [E4S](#) (Employment4Students - has an internship section)
<https://www.e4s.co.uk/>
- [Milkround](#) (variable amounts of internships, but worth a look)
<https://www.milkround.com/jobs/internships/>
- [Internwise](#) (similar to Milkround, variable amounts of internships)
<https://www.internwise.co.uk/>
- [Angel](#) (internships in start-ups, usually only a few)
<https://angel.co/job-collections/startup-internships>
- [Gradcracker](#) (Science, Tech, Engineering and Maths-based industries)
<https://www.gradcracker.com/>
- [British Council overseas internship schemes](#) (including Generation UK and IASTE science and technology internships, often suitable for new graduates as longer internships are on offer
<https://www.britishcouncil.org/study-work-abroad/outside-uk>
- [Graduate Talent Pool](#) (paid internships for recent graduates)
<https://graduatetalentpoolsearch.direct.gov.uk/>

For students with disabilities (as well as the links above!):

- [EmployAbility](https://www.employ-ability.org.uk/internships) (opportunities specifically for disabled and dyslexic students and graduates)
<https://www.employ-ability.org.uk/internships>
- [Change 100](https://www.leonardcheshire.org/what-we-can-do-you/working/employment-support-and-internships/internships-students-and-graduates) scheme run by Leonard Cheshire Disability - applications are typically open from September - January each year for 3-month opportunities over the summer.
<https://www.leonardcheshire.org/what-we-can-do-you/working/employment-support-and-internships/internships-students-and-graduates>

3) Industry-specific sources

These are websites dedicated to advertising only opportunities in a certain sector (e.g. charities, accountancy, environmental organisations etc.) Usually they're not just for internships, but often have an internship filter (under 'type of work' or similar). You can find relevant industry-specific websites using Prospects:

1. Go to <https://www.prospects.ac.uk/job-profiles>
2. Select a job you're interested in
3. Go to the 'work experience' section of the job profile and keep reading - there is usually a list of industry-specific vacancy websites listed in the section titled 'employers'. You'll also find links to relevant industry publications and professional bodies or membership associations, which can also be good sources of opportunities.

4) Generalist opportunity websites

These are websites that advertise a very large range of opportunities, including graduate and non-graduate level jobs and work experience. Because they're so broad you need to use filters and search keywords well to find what you're looking for.

Tips for www.indeed.com

- Try using Boolean search to get better results
e.g. (placement OR internship) AND "art gallery"
- You can also use title: or company: in front of your search terms to search in the job title or organisation name fields.
e.g. title:(intern OR "work experience")

Other generalist sites to try:

- [LinkedIn](http://www.linkedin.com) (free account, filter using 'experience level' and then 'internship')
www.linkedin.com
- [Glassdoor](https://www.glassdoor.co.uk) (filter using 'Job Type' and then 'intern')
<https://www.glassdoor.co.uk>
- [Idealist](https://www.idealists.org/) (global site, themed around 'changing the world' - lots of charities, social enterprises and public sector bodies, and hence lots of internships)
<https://www.idealists.org/>
- [Guardian Jobs](https://jobs.theguardian.com/jobs/internship/) (one of the biggest UK newspaper job websites, filter using 'listing type' and then 'internship')
<https://jobs.theguardian.com/jobs/internship/>

5) Organisation websites

Many organisations don't actively use external websites to advertise internships. Some simply list them on their own website, trusting that although they might get fewer applicants, all their applications will come from students who specifically sought out their opportunity.

- Start by making a list of 20 organisations you'd love to intern at (to find details of companies within a particular field and location, either look for a 'directory' section on the website of a professional membership organisation or search for companies on LinkedIn)

Check their websites systematically - look in the 'about us' or 'meet the team' sections if there isn't an obvious 'careers' or 'jobs' or 'opportunities' section

6) Proactive requests

There are FAR more unadvertised work experience opportunities than advertised ones! Many organisations are willing to consider taking an intern, but don't advertise formal internships. This means that proactive students that contact organisations speculatively can end up with a fantastic opportunity.

First, research people to approach:

- Make a list of 10 organisations you'd love to intern at, that don't have any formal internships advertised on their website (build on the list above). Use their website to identify a suitable contact (either HR or the manager of the team you'd like to work in).
- Search for Reading alumni who work in relevant areas (sometimes it's easier to contact someone you have something in common with).
 - Set up a basic [LinkedIn](http://www.linkedin.com) account (www.linkedin.com)
 - Use the [alumni section of LinkedIn's University of Reading page](https://www.linkedin.com/school/university-of-reading/people/) (<https://www.linkedin.com/school/university-of-reading/people/>) and use any the six filters and/or the keyword search to identify individuals
 - Try looking for people who studied the same subject, or who work in the industry/location/skill-area that you're looking for.
 - Once you've found a name, job title and company, use a general search engine to see if you can contact them directly outside of LinkedIn (contacting them within LinkedIn requires a paid subscription).
 - If you can't find their individual email address, you could write to their generic company email and ask if your email could be forwarded on to that named individual.

Finally, write a great email! There's advice on this in our guide to [Speculative Applications](http://student.reading.ac.uk/essentials/careers_and_professional_development/compete/applications/speculative-applications.aspx) - http://student.reading.ac.uk/essentials/careers_and_professional_development/compete/applications/speculative-applications.aspx

STEP 3: MAKE GREAT APPLICATIONS

- Use our [advice on making successful CVs and applications](http://student.reading.ac.uk/essentials/careers_and_professional_development/compete/applications.aspx) - http://student.reading.ac.uk/essentials/careers_and_professional_development/compete/applications.aspx
- Once you have put your application together, you can get feedback before you send it off from a Careers Consultants - [book a 1:1 appointment on MyJobsOnline](https://reading.targetconnect.net/student/login.html) - <https://reading.targetconnect.net/student/login.html>

STEP 4: SORT THE PRACTICAL DETAILS

What Funding Is Available?

If you secure your own 4-8-week internship that's unpaid, you might be able to get some funding for this through the Reading Internship Scheme (RIS). [Email the RIS team](mailto:ris@reading.ac.uk) at ris@reading.ac.uk with the details of the internship to check.

Should I be paid?

If you are classed as a 'worker' whilst undertaking an internship, you should be paid at least the [National Minimum Wage](https://www.gov.uk/national-minimum-wage-rates) - <https://www.gov.uk/national-minimum-wage-rates>

In some sectors, it is more commonplace to find organisations offering unpaid internships - the government have produced specific advice on [Employment Rights and Pay for Interns](https://www.gov.uk/employment-rights-for-interns) - <https://www.gov.uk/employment-rights-for-interns>

Remember to [contact Careers](mailto:careers@reading.ac.uk) on careers@reading.ac.uk or 0118 378 8359 if you need any advice.

Where Can I Stay?

If you'll need accommodation to do your internship, explore the ideas and options below:

- [STAY@Reading](https://www.reading.ac.uk/ready-to-study/accommodation/stay.aspx) (low cost on campus accommodation over the summer) - <https://www.reading.ac.uk/ready-to-study/accommodation/stay.aspx>
- [RateMyPlacement's advice on finding accommodation in London](https://www.ratemyplacement.co.uk/blog/how-find-accommodation-london-internship/) for internships - <https://www.ratemyplacement.co.uk/blog/how-find-accommodation-london-internship/>
- [Presspad](https://presspad.co.uk/) - mentorship and accommodation for interns in media and journalism - <https://presspad.co.uk/>
- [DotDotDot](https://dotdotdotproperty.com/) - free house-sitting opportunities for those doing great volunteering - <https://dotdotdotproperty.com/>
- House share and short term room rental services like [AirBnB](https://www.airbnb.co.uk) - <https://www.airbnb.co.uk> or [Room For Tea](https://www.roomfortea.com/) - <https://www.roomfortea.com/>
- Ask friends for help - let them know what you're looking for (when, where, how long for). You never know who might have family/friends with a spare room who could help.

STEP 5: HAVE A GREAT SUMMER!

Access all careers resources here:

<http://bit.ly/UoRFindingInternships>

