Try to include key employability skills in your CV that will appeal to the employer.

Personal statements should be better tailored to the project/organisation, showing that you have done your research into their work, history etc. (and at a national and international level, if applicable).

Be clear in your personal statement why you are applying for that specific internship.

Meet the selection criteria in your personal statement and ensure that skills you mention are relevant.

Personal statements are formal, but could be more personal so employers can get a feel for who you are.

Highlight a proven and genuine interest in the relevant industry sector.

Ensure that there are no spelling/grammar mistakes – first impressions count!

If required to interview, it’s important to prepare beforehand.

The students should be encouraged to research our company more. They are all from Oxford University, they will all have brilliant CVs – what I want to know is why do they want to work for us? What makes them special outside of their academic potential? Who are they as a person?”

“It is always an advantage if a student has done some research on the national and local organisation to see what current issues are.”

“The personal statements often focus on the student’s academic achievements, rather than their motivation for applying, or how their experience is relevant to undertaking the internship. A number of the statements were non-specific to the role profile... Encourage students to focus more on their skills, enthusiasm and future ambition in the statement, rather than what they’re already good at.”

The statistics below from MIP host organisation feedback show that quality is generally high, but there is room for improvement across applications, interviews and commercial awareness.

Employer Feedback on Michaelmas 2017 and Hilary 2018
Student Micro-Internship Applications

You may also find our Internship Office Application Support Document useful. Good luck with your applications!