SciTech Internship
Organising a Placement

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Careers & Employment
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Today

- Using Networks and various Web resources to locate areas of interest and potential employer hosts
- Proactive Job Search Techniques, eg., Networking
- Job Applications – Resume & Cover Letter
- Interviewing techniques
Research Databases
(Finding organisations to approach)


Careers Online


www.careers.unimelb.edu.au
https://www.yellowpages.com.au/ -
• Measurement Equipment (150);
• Medical devices/supplies (258);
• Pathology labs & testing (192); Medical Diagnostic Imaging (211);
• Biomedical Engineers (16); Chemical Engineering (22)
• Web design & development (733)
• Food processors, suppliers, manufacturers (451) – product development, package & label design
• Occupational Health & Safety

http://www.truelocal.com.au/ -
• Chemical Manufacturers (474);
• Animal Breeding (6);
• Cosmetics Manufacturers (110);
• Building Designers (1,450);
• Environmental Consultancy (91);
• IT Services (582); Web Design (365)
Industry Search

Automation-and-Process-Control:
- Analysers & Analysing Equipment
- Automation Software & Automation Systems
- Calibration Equipment & Calibration Instruments
- Data Acquisition & Capture Devices
- Fluid Controls
- Hydraulic & Pneumatic Equipment
- Industrial Automation
- Temperature Controllers
- Test & Measurement
Biotechnology / Life Science

http://www.manta.com/world/Oceania/Australia/Victoria/Melbourne/

- Healthcare (351)
  - Health and Allied Services, NEC
  - Home Health Care Services
  - Medical Laboratories
- Medical Equipment & Device (21)
- Pharmaceuticals (31)

- http://www.ausbiotech.org/ - Current Member Directory
- http://www.biomelbourne.org/vicbioportal - search by Sector or Platform Technologies

www.careers.unimelb.edu.au
Mining, Energy & Resources

Research companies by sector using IBISWorld - Australian Company Reports

Mining (122 organisations)

- Anglo American Australia Limited
- BHP Billiton Limited (Premium)
- Mirabela Nickel Limited

http://www.manta.com/world/Oceania/Australia/Victoria/Melbourne/
Energy & Resources (296)

http://www.miningcareers.com/industry_contacts/:
Companies – member & associate companies
National Contractors

Directory - Mining, Oil & Gas Jobs
1. Accommodation and Food Services (DOC 949KB)
2. Administrative and Support Services (PDF 1.65MB)
3. Agriculture, Forestry and Fishing (DOC 1MB)
4. Arts and Recreation Services (PDF 1.48MB)
5. Construction (DOC 767KB)
6. Education and Training (DOC 1.08MB)
7. Electricity, Gas, Water and Waste Services (PDF 1.50MB)
8. Financial and Insurance Services (DOC 722KB)
9. Health Care and Social Assistance (DOC 1.08MB)
10. Information Media and Telecommunications (PDF 1.52MB)
11. Manufacturing (DOC 980KB)
12. Mining (DOC 614KB)
13. Other Services (PDF 1.74MB)
14. Professional, Scientific and Technical Services (PDF 1.64MB)
15. Public Administration and Safety (PDF 1.81MB)
16. Rental, Hiring and Real Estate Services (PDF 1.47MB)
17. Retail Trade (DOC 950KB)
18. Transport, Postal and Warehousing (PDF 1.79MB)
19. Wholesale Trade (PDF 590KB)

Organising your Placement

• Discuss possible placements with parents, friends, lecturers, careers & student advising staff, contacts through social/work networks

• Seek information about companies / industries by researching online databases and contacting companies directly

• Telephone prospective employer to organise a time to come and speak to them about interning at their firm. In the conversation you should:
  
a. Introduce yourself
  b. Find out if it is alright to talk with them briefly about work experience. If it isn’t at that time, when would be a good time to call back?
  c. Ask them when you could come and speak to them about work experience
  d. Let them know when the work experience is to take place, and
  e. Why you have chosen their organisation to do your internship
Hello, my name is Caroline Pascoe. I am a final year Science student at the University of Melbourne majoring in Biochemistry, and I am seeking an internship opportunity at a public/community health institution. I came across your organisation while I was exploring the sector on the website - http://www.betterhealth.vic.gov.au/, and I’m particularly interested in being involved in health promotion and disease prevention programs and campaigns.

I would be grateful if you’d have a chat to me about interning at your company. *(Here, sell the opportunity using “sound bites from the “Information for Internship hosts” document).*

*Have some back up strategies

...ask to send resume ... call back .... or refer to someone else in organisation

... be sure you listen attentively, include pauses, and make it interactive!”
Hello, my name is Caroline Pascoe. I am a final year student at the University of Melbourne majoring in **Computing and Software Systems**. I got your name from a mutual contact at last week’s Australian Computer Society networking evening.

I understand you’re now a Certified Systems Professional and ICT Training Manager with Interactive Learning Pty Ltd. I’m interested in gaining some work experience within the educational and entertainment software industry and I know your firm’s been a world leader in 3D design, engineering and entertainment software since 2007.

I would be grateful if you’d have a chat to me about interning at your company.

*(Here, sell the opportunity using “sound bites from the “**Information for Internship hosts**” document).*

I’d be interested in learning about the industry and keen to use my skills to conduct research into new product development; develop market statistics; review quality and certification standards; support the publishing and distribution areas, etc. Would you be able to .... spend 20-30 minutes with me to discuss this in more detail?

*Have some back up strategies ...ask to send resume ... call back .... or refer to someone else in organisation ... be sure you listen attentively, include pauses, and make it interactive!"
Activity: Practice contacting potential employer

Take a moment to consider the type of organisation / field / role of interest

- Introduce yourself to partner
- Provide brief statement/snapshot of your career interests
- Express interest in the organisation’s area of work
- Provide a brief statement, a ‘snapshot’, of what you could offer the organisation
- Statement should make a connection to your career interests/goals
- Ask to send your application, but ideally ask for a 30 minute meeting
NETWORKING Resources

C&E website:

Approaching employers (download PDF)

What employers want - Video featuring interviews with recruiters

Quintessential Careers - www.quintcareers.com - Career Networking

Networking Tips - http://career.berkeley.edu/article/021011b.stm
Resumes & Cover Letters
Key elements of an application

- Résumé / Curriculum Vitae
- Cover letter
- Key Selection Criteria document
- On-line Application forms
- Other — transcript, personal statement, referees

4. Preparing for Next Steps

Go to DOCUMENT CENTRE to download:

✓ Resume Format - STEM (Science Technology Engineering Maths) (PDF|51Kb)

What **might** a résumé include?

- Contact details
- Career/Job objective (optional)
- Profile (optional)
- Education (+ significant academic achievements)
- Final year Project/Capstone or Research subject
- Course related experience/Internships
- Key skills (Technical/ICT)
- Other Employment
- Volunteering / Extra-curricular activities
- Awards/Achievements
- Professional membership / development
- Referees
# Resume Template

Can also download: [Resume Format - STEM (Science Technology Engineering Maths)](PDF|541Kb) for detailed explanation on how to set up each section of your resume.

## Imogen Student (SciTech Internship)

123 Any Street  
Anytown, VIC  
T: 0409 123 456  
E: email@unimelb.edu.au

### Objective

The sort of role in the sort of industry that you are seeking.

### Profile or Summary of Qualifications

- Snapshot which pulls together key information about you in point form
- Highlight qualifications, strengths, areas of experience and major achievements, with particular emphasis on what is relevant to the position
- An example of your experience or project that supports your job objective
- A problem you solved using skills required for your job objective (e.g., IT)
- An accomplishment you are proud of that shows you’d be a valuable employee
- Highlight language skills

### Education

<table>
<thead>
<tr>
<th>Year</th>
<th>Institution</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 2012 - Present</td>
<td>THE UNIVERSITY OF MELBOURNE</td>
<td>Melbourne</td>
</tr>
<tr>
<td>Bachelor of Science, Mathematics &amp; Statistics major</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Year Research Subject or Industry Project: “Tilt”</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td>JACKSON COLLEGE, Melbourne</td>
<td>Melbourne</td>
</tr>
<tr>
<td>VCE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Course Related Experience

- Internship Experience, Research Experience (e.g., UROP), Vacation Work, Other related paid work, etc.

<table>
<thead>
<tr>
<th>Year</th>
<th>Organization Name, City, State</th>
<th>Role</th>
<th>Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 – Present</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. Vincent Institute of Education, Carlton</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Research Subject or Industry Project

Alternatively, in order to showcase practical components of your degree you may create a separate heading for the research or industry projects you have carried out. Format each entry as work experience.

### ICT Skills

Create a detailed list for ICT skills. Heading can be placed after education.

- **Programming Languages:** JavaScript, Java, PHP, Python, Perl, Visual Basic
- **Operating Systems:** Linux, Windows, Unix
- **Applications:** Matlab, Maple, Stata, MS Office
- **Security:** Antivirus, Antiphishing, Firewalls
- **Web:** HTML, Dream Weaver, Flash, Photoshop
- **GIS:** ArcGIS, Network, Spatial analysis

### Other Work

<table>
<thead>
<tr>
<th>Date</th>
<th>Organization Name, City, State</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>An accomplishment you are proud of that shows you will be valued by your next employer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Skills, knowledge and experience gained</td>
</tr>
</tbody>
</table>

### Extra-Curricular / Voluntary Activities & Interests

Use any of the following as subheadings to relate areas of commitment, involvement, interest, etc.

- Positions of Leadership (Student Rep roles - academic)
- Community Engagement, International Development
- Cross-cultural experience / Travel / Exchange Programs
- Contributions to / Involvement in … Community Health, Campus Life, Education, Philanthropy/Fundraising
- Sport, Music, Performances, Exhibitions, etc
- Professional Development (career seminars, industry networking events, short courses)

### Professional Memberships

* Include student memberships and other memberships that add to your professional development

### Awards / Achievements

* Awards, Professional Recognition, etc

### References Available Upon Request (or Attached)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tony Smith</td>
<td>Manager</td>
</tr>
<tr>
<td>ABC Corp</td>
<td>123 Address</td>
</tr>
<tr>
<td>Anytown, State</td>
<td></td>
</tr>
<tr>
<td>Tel: 1234 5678</td>
<td></td>
</tr>
<tr>
<td>Mob: 0409 123 456</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:email@email.com">email@email.com</a></td>
<td></td>
</tr>
</tbody>
</table>

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SciTech Internship  
THE UNIVERSITY OF MELBOURNE  
Page 1 of 3

SciTech Internship  
THE UNIVERSITY OF MELBOURNE  
Page 2 of 3
Writing Objectives

The bad:

"A challenging position enabling me to contribute to organizational goals while offering an opportunity for growth and advancement

“to utilise my skills in a professional environment for the mutual benefit of myself and my employer

The good:

To utilise my interests and course qualifications in life sciences, in combination with my interpersonal and communication skills to work for a scientific equipment organisation.

The template:

“A(n) __________ role in the area of __________ utilising my knowledge of __________ services/products.

A challenging, entry-level position in ________ with special interest in ________ and ________ with a __________ organisation.
A 3rd year Bachelor of Science (Biochemistry), experienced in a laboratory environment through undergraduate studies. I’m skilled in setting up equipment and carrying out experimental work. I am highly organised and keen to develop further skills in a research environment where I can contribute towards a range of projects.

- A Bachelor of Science (Civil Systems) student with summer vacation experience in the automotive industry and in general labour/construction
- Experienced in designing residential and commercial structures through engineering studies
- Well-honed skills in identifying technical design problems and proposing solutions
- Highly organised to work collaboratively across a range of project activities
- An analytical mind and a keen interest in design, evaluation and risk assessment of load-bearing structures
- Passionate about gaining experience in structural engineering within the aerospace field
MANUFACTURING ANALYTICS, CBD

Industrial Researcher
– Work on various industrial research and development projects for this technology-based firm
– Conduct sector-specific research for developing new technology and enhancing existing products

HOLDEN, Tullamarine

Intern, Vehicle Integration Engineer
– Assisted in the design and building of 12 early prototype vehicles
– Designed the prototype parts required to enable assembly of the package by using CAD software to re-design parts

ABC Management Consultancy, Kew

Insurance Policy Processing Clerk
– Reviewed and processed applications of insurance policies and claims
– Ensured accuracy and thoroughness in completing tasks
– Developed proficiency with database user interface, spreadsheet and query software
Recap

• Decide how you are going to structure and organise the content of your résumé

• Create ‘core’ headings; consider including ‘optional’ headings that indicate career direction and interest

• Know the distinction between:
  - Knowledge-based skills: acquired from education and/or experience
  - Competency/generic abilities: e.g., communication, analytical skills
  - Personal traits: your unique qualities (e.g., dependable, flexible, team player)

• Present your evidence – draw from academic projects, achievements, work experience, voluntary activities, exchange or travel, involvement in societies or sporting activities, etc

• Key is to match the evidence with the skills and criteria the employer wants

• Focus on active verbs to show how you have demonstrated relevant skills (use the ABC Formula)

‘Transferable and adaptive skills checklist’, PDF downloadable from C&E website Exploring your Options under ‘Seminar presentations’
Cover Letter Format

April 8, 2014

Mr. John Doe
Graduate Recruiter Coordinator
SciTech Corporation
100 St. Kilda Road, Suite 714
Melbourne, VIC 3000

Dear Mr. Doe:

First Paragraph:

Introduce yourself by stating your degree/major and the year in which you will graduate. Specify the type of position you are seeking (e.g., internship). Tell why you are writing, and name the position, field, or general vocational area in which you are interested. Tell how you heard of the opening or organisation (e.g., the organisation’s recent posting for another role on C&E’s Career Online, the career section of the company’s website, family referral or through a faculty recommendation).

Second Paragraph:

Mention one or two qualifications you think would be of greatest interest to the employer. Tell why you are particularly interested in the company, type of work, or location. If you have related experience or specialised training, point it out. Refer the reader to the enclosed resume, which will give additional information concerning your background and interests.

Third Paragraph:

Close by stating your desire for an interview. You may say that you will call in a day or so to request an appointment. Make sure that your closing is not vague, but makes a specific action from the reader likely.

Sincerely,

Jane Do

http://careers.unimelb.edu.au/student/online_career_tools/exploring_your_options

Your letter should include:

✓ You are looking for a placement as part of the SciTech Internship run by UoM and you’re interested in doing an internship with their organisation over the coming semester.
✓ Why you’re interested in working with their organisation.
**Demonstrating some skills / qualifications**

- I have worked previously for academic institutions in multiple positions as research assistant, resource centre officer and note-taker for the Disability Liaison Unit. Through these roles, I gained experience interacting with a range of stakeholders as well as working with a number of reporting tools and databases. As such, I and am accustomed to multi-tasking in a demanding environment.

**Demonstrating interest in role/organisation**

- During the summer I gained experience as a food technician checking production processes and product quality, and undertaking maintenance and repair of equipment. I am interested in interning with your organisation where I can work with food technologists to develop food products and establish standards for production and packaging. I am very interested in recent developments in the food industry in particular the enhanced methods of food spoilage prevention.
# Action verbs by skill type

(to articulate competencies in the cover letter)

<table>
<thead>
<tr>
<th>Communication/Interpersonal</th>
<th>Initiative/Problem Solving</th>
<th>Research/Analytical</th>
<th>Organisational/Time Management</th>
<th>Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>informed</td>
<td>devised</td>
<td>analysed</td>
<td>managed</td>
<td>directed</td>
</tr>
<tr>
<td>motivated</td>
<td>founded</td>
<td>classified</td>
<td>monitored</td>
<td>guided</td>
</tr>
<tr>
<td>supervised</td>
<td>introduced</td>
<td>recorded</td>
<td>coordinated</td>
<td>lead</td>
</tr>
<tr>
<td>negotiated</td>
<td>reviewed</td>
<td>catalogued</td>
<td>delegated</td>
<td>motivated</td>
</tr>
<tr>
<td>supported</td>
<td>designed</td>
<td>compiled</td>
<td>directed</td>
<td>supervised</td>
</tr>
<tr>
<td>taught</td>
<td>initiated</td>
<td>reported</td>
<td>juggled</td>
<td>coached</td>
</tr>
<tr>
<td>wrote</td>
<td>invented</td>
<td>categorised</td>
<td>controlled</td>
<td></td>
</tr>
<tr>
<td>demonstrated</td>
<td>enhanced</td>
<td>investigated</td>
<td>handled</td>
<td></td>
</tr>
<tr>
<td>presented</td>
<td>developed</td>
<td>researched</td>
<td>organised</td>
<td></td>
</tr>
<tr>
<td>negotiated</td>
<td>established</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>illustrated</td>
<td>improved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>advised</td>
<td>modified</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Supporting resources:
- [Careers & Employment](https://www.careers.unimelb.edu.au)
Pick IT up Online is a training resource for learning new skills online.

Whether you're wanting to learn unfamiliar software, or simply needing to brush up on your existing skills, you can Pick IT Up Online!

http://www.studentit.unimelb.edu.au/goodtoknow/pickituponline.html
**Interview Preparation**

- Refer to C&E web pages on [Behavioural Interviews](http://careers.unimelb.edu.au/student/online_career_tools/preparing_for_next_steps) and other Interview techniques

- Use the new [Interview Stream](http://careers.unimelb.edu.au/student/online_career_tools/preparing_for_next_steps), an online platform to practice and video record responses to interview questions

- View DVDs showing real students/graduates being assessed: [http://careers.unimelb.edu.au/student/online_career_tools/preparing_for_next_steps](http://careers.unimelb.edu.au/student/online_career_tools/preparing_for_next_steps)
How do I sell myself at the interview?

- Elaborate on strengths and positive qualities that match
- Use active statements to convey what you’ve done
- Quantify (increased/decreased) - savings, %, saved time, etc.
- Be well presented, well prepared, positive and enthusiastic

Tell them you want the job!

Besides English, I'm also fluent in PHP and Klingon.
<table>
<thead>
<tr>
<th>Research, Creative Job Seeking and Preparation are key:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine what sort of <strong>occupation / industry</strong> interests you and what sort of organisation would be suitable. If unclear, start with <strong>Self-Assessment</strong>. Then commence your <strong>Career Exploration</strong> using the various databases to locate possible organisations to approach.</td>
</tr>
<tr>
<td>Develop a prioritised list of several <strong>organisations</strong> you can ‘cold call’; easier if you make use of your network to access the ‘hidden job market’ – apply a mix of strategies.</td>
</tr>
<tr>
<td>Create your <strong>“30-second” Personal statement</strong> drawn from your overall background which illustrates your transferable competencies, motivation, personality.</td>
</tr>
<tr>
<td>Prepare a <strong>resume and cover letter</strong> – include that you are looking for a placement; why you are interested; incorporate some ideas of work / projects you might undertake.</td>
</tr>
<tr>
<td>Have your drafts reviewed by making a <strong>Careers appointment</strong> or at a drop-in.</td>
</tr>
<tr>
<td>Provide contact person with the <strong>Subject Coordinator</strong>’s contact details so they can follow up.</td>
</tr>
<tr>
<td>Send your application and <strong>Host Information flyer</strong>; follow up if you don’t hear back.</td>
</tr>
<tr>
<td>The <strong>Interview</strong> – be prepared to talk about what it is you’ll do there!</td>
</tr>
</tbody>
</table>

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**Organising a Placement**

[Image and logo with website: www.carers.unimelb.edu.au]
C&E Services and Resources

Careers Consultation Appointment
– Discuss career planning, job seeking, further study, etc

Employment Application Review Appointment
– Resume, Cover letter, Application form, Selection criteria responses
– One document per session

* 30-minute appointments; bookings essential
* Can self-book on: Student Advising System or call C&E: 8344 9880

Before booking for appointment
• Use resources and approaches mentioned in this session
• Attend a relevant Your Career seminar/workshop
• See a careers consultant at a Drop-In @ Alan Gilbert Building, L1

Contact Yovanna: yadamis@unimelb.edu.au
How to find Us

Web:  www.careers.unimelb.edu.au/

Contact Us:  8344 0100

Come & See Us:  Alan Gilbert Building, L1