

A Step-by-Step Guide for Students

Getting Ready for Internship



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Before You Start Applying



Entering the corporate landscape as a university student with little or no formal experience can be daunting. The secret is knowing how to reframe your academic journey, extracurricular commitments, and university milestones as hard evidence of your professional readiness.

1

Carry out a self-assessment.

Identify your interests, strengths, and career goals. What industries/roles excite you?

2

Set a timeline.

Internship cycles vary. Research deadlines for your target field early so you can apply about 1-3 months ahead.

3

Build your online presence.

Clean up social media, create/update LinkedIn, and build a portfolio site if relevant (design, writing, or dev roles).



Keep a responsible digital footprint. Some recruiters may review your social media pages to assess the human behind the CV.



Don't wait till the last minute before you start applying.

Building Your Application Materials



Most internship opportunities will require you to submit an application via a dedicated platform. However, you may also send applications to prospective organizations strategically. Generally, you will need:

1

CV/Resume.

One page, tailored per application, with action verbs and quantified results, ATS-friendly formatting. [See the Career Office Resource for CV preparation here.](#)

2

Cover Letter (when required)

A 3-4 paragraph note to express interest. It should contain a simple intro, why you are interested in the company, why you're a fit, and a closing. Avoid repeating the CV word-for-word.

3

Portfolio (if applicable)

If you are in a field where you need to show proof of capability, design, writing, and coding. Prepare samples relevant to the role.



Make sure to inform your referees who can speak positively about you if contacted.



Don't claim other people's work as your own

Finding Opportunities



Finding an internship requires a proactive strategy that moves beyond simply scrolling through public job portals. To uncover both public and hidden roles, organize your search across these primary channels:

1

University career center & job boards

Check your university's career services page for job postings from recruiters who have connections with your school and are specifically looking to hire students. You can also check platforms like Jobberman, which regularly list internship and entry-level opportunities.

2

LinkedIn & company career pages

Set up alerts for internships and co-ops using keywords related to your major. Follow companies you're interested in, and check job boards that specialize in your field to find more opportunities.

3

Networking.

Build your network by connecting with alumni, professors, and career advisors who can share advice and job leads. Use LinkedIn's Alumni tool to find graduates from your university by location or company, then send a short, friendly message asking if they'd be open to a brief chat about their career journey. Attend campus career fairs to meet recruiters in person, and come prepared with an updated resume and a short introduction about yourself.

The Application Process

Track applications: keep a record and follow up when necessary.

Customize each application; generic applications get filtered out fast

Follow instructions exactly (some postings test attention to detail on purpose)



CV/Resume Guide

Check out this comprehensive resource to prepare a one-page resume that gets noticed.



Interview Preparation



Before the Interview

1

Research the company_

Learn about its mission, products or services, recent news, and workplace culture. You don't need to know everything; just have enough information to understand the company and show that you're genuinely interested. Check the company's website, LinkedIn page, and recent news or press coverage.

2

Know the role

Reread the job description. Identify the 3-4 core skills they want and prepare examples proving you have them.

3

Research your interviewer (if you know who it is)_

If you know your interviewer's name, look them up on LinkedIn. You may find shared interests, experiences, or connections that can help you build rapport during the interview. Knowing a little about the person you'll be speaking with can also help you feel more comfortable and less nervous.

4

Prepare your stories.

Use the STAR method (Situation, Task, Action, Result) for behavioral questions. [See the example on the next page.](#) Have 5-6 stories ready covering teamwork, leadership, conflict, failure/mistake, problem-solving, and initiative.

Common Question Categories

About you



"Tell me about yourself." 60-90 second pitch: who you are, relevant background, and why you're interested in this role. Not your life story.

"Why this company/role?" Be specific; show you've done research.

"What are your strengths/weaknesses?" Pick a real weakness with a growth story.

Behavioral (STAR format)

Questions



"Tell me about a time you worked in a team."



"Describe a challenge you faced and how you handled it."



"Tell me about a time you failed."



"Give an example of when you took initiative."

Example: "Describe a challenge you faced and how you handled it."

Situation: During a university group project, my team struggled to divide the work and was falling behind.

Task: I needed to help the team get organized and meet the deadline.

Action: I suggested dividing tasks based on everyone's strengths and created a simple timeline to keep us on track.

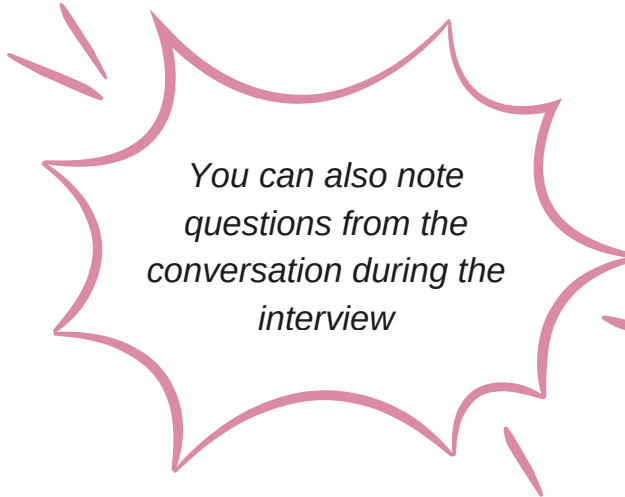
Result: We completed the project on time and received a good grade. I learned the importance of teamwork, communication, and taking initiative.

Closing the interview

Usually, the interviewer would ask, “Do you have any questions for us?” **ALWAYS** have 2-3 ready. Never say “no.”

Sample Questions to Ask Them

1. “What does a typical day look like for an intern here?”
2. “What would success look like in this role after 3 months?”
3. “What's the team culture like?”
4. “What opportunities are there for mentorship or learning?”
5. Avoid asking about pay/benefits in a first interview unless they bring it up.



You can also note questions from the conversation during the interview

Logistics

Virtual interviews

Test your tech beforehand (camera, mic, internet), have a quiet, well-lit background, dress professionally, and look at the camera, not the screen.

In-person

Arrive 10-15 mins early, dress appropriately (research company dress code), bring extra copies of your CV.

Timing

Confirm the timezone if remote/international.

Delivery Tips

1. Practice out loud, not just in your head. Record yourself or do a mock interview with a friend.
2. Use specific numbers/results in your stories, not vague claims.
3. It's okay to pause and think before answering, better than rambling.
4. Show enthusiasm; interviewers remember energy as much as answers.

When you feel anxious, imagine you are talking to a lecturer that makes you comfortable; the interviewer is human afterall

After the Interview

Send a thank-you email within 24 hours, referencing something specific from the conversation. Follow up politely if you haven't heard back by their stated timeline.

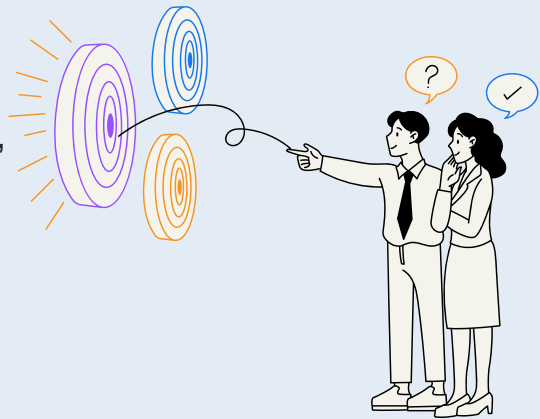
Common Mistakes



- Not having questions to ask them
- Speaking negatively about past experiences/employers
- Rambling without structure (STAR keeps you concise)
- Not researching the company at all
- Underselling achievements with vague language

Evaluating & Accepting Offers

Compare offers based on learning opportunities, mentorship, pay, flexibility, team culture, and chances of getting a full-time role. Take a few days to decide if needed, and respond professionally, even when declining.



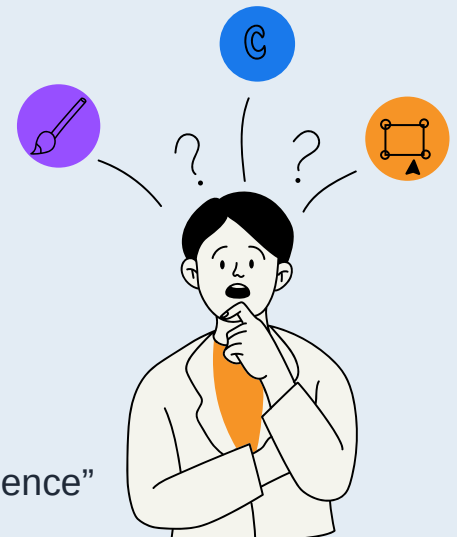
Once You Land the Internship



Set learning goals, ask questions, take notes, seek feedback, and build relationships. Keep track of your achievements for your resume and portfolio, and ask for a reference or recommendation before the internship ends.

Common Pitfalls Students Make

- Applying too late in the cycle
- Sending generic, untailored applications
- Not researching companies before interviews
- Underselling class projects/part-time jobs as “not real experience”
- Not following up after interviews or after the internship





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About Us

The Career Services Unit at Babcock University is the dedicated bridge connecting academic excellence with global career readiness. Aligned with the university's commitment to holistic education, we empower students and alumni to identify their professional passions, develop critical workplace competencies, and navigate the job market with confidence. At Babcock Career Services, we don't just help students find jobs; we build the foundational skills and professional mindsets needed to raise future leaders and industry pioneers.

Our Services

- Career Coaching & Advisory
- Personal Branding & Positioning
- Employability Training & Workshops
- Strategic Industry Networking



[visit website](#)



alumni.careerservices@babcock.edu.ng



Alumni Office, Old
Classroom Block

MEET OUR TEAM

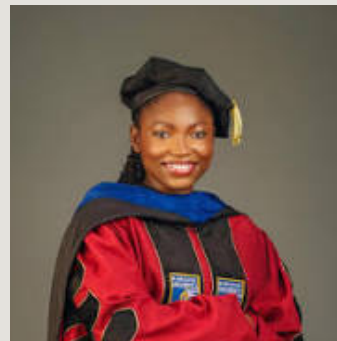


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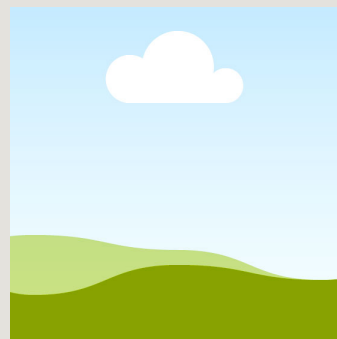
Associate Vice President
Alumni, Connectivity, and
Philanthropy



Dr Uzzibi Irmiya
Alumni Relations Officer,
Annual Gifts, Endowments,
Friends/Fundraising



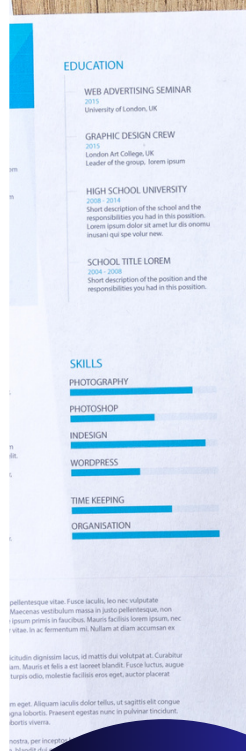
Balogun Banji
Administrative Assistant



Obia Christian
Administrative Assistant



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Mastering the Internship CV

A Step-by-Step Guide for Students

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To secure an internship requires a CV that shows your potential, not your years of (formal) experience. 95% of the time, you have had none, but you have what it takes to add value to an organization. As a student/applicant, your CV should emphasize academic achievements, relevant technical skills, hands-on projects, and leadership potential. Follow along as we build a comprehensive application with this framework.

The **5** Golden Rules of Student CVs

Keep to one page.
Recruiters spend less than
10 seconds reviewing
(student) resumes.

Avoid the use of columns and
graphics. They are not visible to
Applicant Tracking Systems
(ATS) used by some
organizations for first screening.

Formatting

Use a clean layout.
Justify alignment to avoid clumsiness
Font size: 12 , headings 14-16
Line spacing: 1.5 max or watch out for instructions if any

Proofread: A single typo can
lead to disqualification. Save as
PDF to keep your formatting
intact.

Always save the file as ***your
name - CV***. You may include
the role you are applying for,
e.g., Habib Adetutu - CV -
Marketing intern

Core Sections Blueprint



Contact Header

Include your full name (large/bold), professional email, phone number, location (City, State), and your customized LinkedIn URL. (if available)

Professional Summary

A 2-3 sentence introductory hook. State your major, key hard skills, and what you aim to contribute to the specific target role.

Education (Top Priority)

List your university, degree, major, expected graduation date, and GPA (if 3.5 or higher). Feature a Relevant Coursework sub-section listing 4-6 advanced classes matching the job description.

Technical & Soft Skills

Group your skills into categories (e.g., **Technical:** Python, Excel, SQL; **Soft:** project management, team leadership). Align these keywords directly with the posting.

Academic & Personal Projects

Crucial for filling experience gaps. Highlight lab assignments, hackathons, open-source work, or extensive research. Detail what you built, the tools used, and the final outcome.

Experience & Leadership

Include part-time jobs, campus club involvements, or volunteer work. Focus on responsibilities, achievements, and how you added value to the team.

Transforming Impact with Action Verbs



Never start bullets with 'Responsible for...' or 'Duties included...'. Instead, use power verbs to quantify achievements:

Category	Power Verbs to Use	Example Application
Technical / Innovation	Built, coded, designed, engineered, automated, optimized	Automated a manual data-entry flow using Python, saving 5 hours weekly.
Leadership / Impact	Led, directed, spearheaded, coordinated, organized, managed	Spearheaded a 5-member campus committee that raised funding for charity.
Analysis / Strategy	Analyzed, evaluated, researched, forecasted, audited	Analyzed student engagement datasets to overhaul event marketing tactics.

Before you submit, ask:

1. Did I mirror 5-10 core keywords from the specific job description?
2. Did every single bullet point begin with a strong, active past-tense verb?
3. Are all margins consistent (between 0.5 and 1.0 inch) and fonts uniform?
4. Did I check that hyperlinks to my LinkedIn profile or portfolio actually work?





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- Employability Training & Workshops
- Strategic Industry Networking



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Alumni Office, Old
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