

Applying for Graduate Schemes and Internships

Graduate schemes and internships are highly competitive as they offer excellent opportunities to help you progress in your career. Success in the application process requires preparation, research, and practice. This checklist is designed to help you stay organised and make sure your applications are strong, tailored, and give you the best chance of success.

| 1 CV Preparation | Yes | No |
|---|-----|----|
| Have you written a clear, concise CV highlighting your skills, achievements, and experiences? | | |
| Does your CV include relevant academic projects, work experience, placements, or extracurricular activities? | | |
| Have you used strong action verbs and achievements quantified where possible? | | |
| Checked your CV for spelling and grammar mistakes? | | |
| 2 Tailoring Your CV for Applications | | |
| Is your CV tailored to the role or industry you are applying for? | | |
| Read the job description carefully and reflected the required skills in your CV? | | |
| Incorporated keywords from the job description? | | |
| Reordered experiences to prioritise the most relevant information? | | |
| Have you adapted your personal profile or summary for each application to highlight your most relevant experience? | | |
| 3 LinkedIn | | |
| Is your profile picture professional? | | |
| Have you included a clear headline highlighting your key skills which will make you stand out? | | |
| Does your About section summarise your key skills, experience, achievements and career goals? | | |
| Have you connected with professionals in your chosen industry and joined relevant groups? | | |
| Does your profile include any university projects or assignments that are relevant to the roles you are applying for? | | |
| Has your profile included endorsements or recommendations from supervisors, tutors, or colleagues? | | |
| 4 Researching Opportunities | | |
| Have you explored graduate schemes and internships on platforms such as Bright Network, Rate My Placement, TARGETjobs, and Gradcracker? | | |
| Have you researched specific companies and roles that interest you? Are you following them on LinkedIn and set up job alerts? | | |
| Are your target companies hosting any information or networking events you can attend? | | |

| 5 Preparing for the Application Process | Yes | No |
|--|-----|----|
| Have you researched Glassdoor or the company's website to understand the interview process and employee reviews? | | |
| Have you practised numerical, verbal, and logical reasoning psychometric tests online using sites such as AssessmentDay, Practice Aptitude Tests, JobTestPrep, or Graduate Monkey? | | |
| Are you aware if there is an assessment day as part of the recruitment process? Have you considered preparation techniques to help you approach this? | | |

| 6 Interview Preparation | | |
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| Have you researched common interview questions for graduate schemes and internships? | | |
| Have you practised competency-based and scenario-based questions using the STAR method? | | |
| Have you prepared questions to ask the employer? | | |
| Have you considered your strengths, achievements, and experiences to discuss confidently? | | |
| Have you planned your interview attire and logistics? | | |

| 7 Staying Organised and Final Checks | | |
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| Have you booked an appointment with your university's careers team to support you in applying and to gain feedback on your applications? | | |
| Have you reviewed all application documents for accuracy and completeness? | | |
| Have you created an Excel tracker to monitor your applications, deadlines, and progress? | | |