



Self-Sourcing an Internship Checklist

Use this checklist as a guide for the steps to complete to self-source your own internship.

Step	Activity	√
1	Eligibility	
	Confirm with the Student success team of your faculty that you have elective space to enrol into an internship course OR have a mandatory placement requirement as part of your degree	
	Understand the course requirements (No. of hours etc.) of the internship course that you want to enrol in to and determine the study period. Contact the Internships Team for more information.	
2	Get your Personal Brand on point!	
	Build an industry standard resume Attend a Career services resume and cover letter workshop . Attend an Interview skills practise session For further career support contact the Career Services Team	
	Run your resume through Vmock and achieve a score of at least 50%	
	Attend a LinkedIn profile development workshop and/or ensure your LinkedIn Profile is up-to-date	
3	Where to look	
	Take time to research the preferred organisations and make a watch list	
	Google areas of interest, what organisations are in the industry? Think outside of the box! Sometimes the perfect internship is in an organisation that is not in your preferred industry.	
	Use your networks such as family, friends, tutors, university clubs and fellow university students who may be able to find internship opportunities. Attend an Internship Insights session on sourcing and competing for opportunities	
	Start proactively approaching the potential host organisations using the Self-Sourcing Internship Email Template .	
	Follow up via email after 2 weeks' time. You may also choose to call the organisation to follow up on your email.	
4	Internship secured!	
	Get your host company to fill the Internship Proposal Form	
	Contact the Internships Team for any further enquiries.	