

LAHORE SCHOOL OF ECONOMICS

THE PLACEMENTS OFFICE (FH-6)

IMPORTANCE OF INTERNSHIP

INTERNSHIPS REACH GROW DEVELOP BUILD LEARN REACH DEVELOP
EXPERIENCE



What Employers Want?

Internships and volunteer experiences make students more competitive in the job market. In addition to having exposure and experience in the field, they also provide an opportunity to see if the particular career field is the right one based on getting practical knowledge in the field. No matter what opportunities you participate in, it's important to maintain professionalism and take on the individual responsibility that is required.

The Benefits of Doing an Internship

- ❖ **Gain work experience and transferable skills**
All students have their educational experience in common. What stands out to employers are those students who also have work experiences by the time they graduate. This automatically makes them more sought-after; as they may require less training and are assumed to be able to handle more responsibilities. In addition to the specialized skills of your field, transferable skills are generally required at any job, e.g. interpersonal/communication skills, computer proficiency, and team work.
- ❖ **Possibly earn money**
- ❖ **Be able to have experience for a prospective career path**
Most students enter university with an idea of a major or career path and most students end up changing their minds. Exploring is a very important part of the academic process, and acquiring work experience is a great way for students to acquaint themselves with a field they are looking to learn about. By the time of graduation, the students have confidence that the degrees they are receiving are the right ones for them.
- ❖ **Gain practical knowledge by applying methods and theories learned in classes**
Most students learn best by being hands on but everyone can benefit from seeing the things that they have been learning in class when put to action.
- ❖ **Network with Professionals in your field for references and future job opportunities**
As a student intern, you are surrounded by professionals in the industry that you are seeking access to. This is an opportunity to learn from everyone around you, ask questions, and impress them with your eagerness. These people can be your future colleagues or can be the connection to your first job.



- ❖ **Develop new skills and refine others**
Learn your strengths and weaknesses by pursuing learning objectives and receiving feedback from your supervisor. This is a unique learning opportunity that you may never have again as a working adult. Embrace the mistakes that you'll make and the many things that you won't know. Ask questions, observe, and take risks.
- ❖ **Gain confidence in your abilities**
Practice makes perfect. If you've learned about a specific technique in the classroom, you're able to test it out in the world of work, then, you'll be much more equipped with the technique.

What Are the Different Types of Internships

When referring to types of internships, most can be categorized according to the following dimensions:

1. **Time of year:** Internships tend to run the duration of a month to three months (or longer) over a summer or winter break. Therefore, based on the time of year, the basic kinds of internships are semester internships, quarterly internships, summer internships, fall internships, spring internships, and winter internships (i.e. over a winter break).

During the four years at Lahore School of Economics, you can do internships during June- August. The Placements Office organizes recruitment drives of various national & multinational organizations from different industries. The organizations that contact us for interns, we communicate those internship opportunities to the students. To be considered for internships, do keep in touch with the Placements Office.

2. **Industry:** Internship programs are also categorized by industry; this usually corresponds with the students' majors. While there are obviously hundreds of possibilities, some of the most common include marketing internships, finance internships, entertainment industry internships, advertising internships, legal internships, IT internships, fashion internships, publishing internships, PR internships, as well as social and non-profit internships. You should try to do at-least one social/non-profit internship and one corporate internship before graduating.
3. **Paid and Unpaid internships:** In paid internships the candidate gets a stipend/salary which may be given weekly or monthly for the work an individual is doing whereas in unpaid internships they do not get any stipend but do receive a certificate at the end of the internship.
4. **Project/Research Based Internship:** In this kind of internship a student does research work for a particular company. The company can have something that they need to improve, or a project they are pursuing within the company themselves. The results of the research study might be put in a report and often will have to be presented.

Important Note:

Contact the Lahore School Placements Office (FH-6) regarding internship opportunities and email your resume at placements.lse@gmail.com with your complete details.

placements@lahoreschool.edu.pk

Direct: 0423-36561387 042-36560936 Extension 245 & 265

Resumes & Cover Letters

Resume

Structure and Content

Tips

YOUR NAME

Phone — Email — Address — LinkedIn

- State your full name and contact details in an easy-to-read font
- Keep it brief
- Avoid using labels e.g. 'Personal Details', 'Contact Details', 'Resume' or 'CV'

CAREER OBJECTIVE/PROFILE OR SUMMARY OF SKILLS

1- 2 sentences on what job you want to do now and what is your long term career goal and what you will contribute to the role OR 3-4 Statements On some of the following: your experience, credentials, expertise, personal values, work ethics, background or your personality

- Relevant to the position you are applying for
- Sample sentence starters: "I seek to achieve a career as a...", "My aim is to develop a career in the ... industry", "My long term career goals are to...", "I seek to apply the skills and knowledge gained during my degree of ... to a career as..."

EDUCATIONAL QUALIFICATIONS

Start — end date Degree/Diploma
Institution

- Key units/Majors, Grades (optional)
- CGPA/4.0 (optional)
- Achievements: Scholarships, awards (if applicable)

- CGPA out of 4
- Write the full name of degree, institution and major
- Show academic achievement

PROFESSIONAL MEMBERSHIPS

Start — end date • Membership status
 • Organization

- E.g. AHRI, CPA, APS
- Indicate level of membership, i.e. student or associate member
- Shows career intent

EMPLOYMENT EXPERIENCE

Start — end date Position
 Organization

- 3-5 dot points to list your responsibilities and achievements, rather than just general job duties. Aim is to describe transferable skills you gained in this job that could be used in your next job.
- Address the selection criteria (USE RATES MODEL)
- Achievements (e.g. statistics, met sales targets, innovation, success of programs or services you were involved in)

- Avoid large paragraphs or one word dot points
- Use past tense and first person
- Use action words (see next page)
- Use 'RATES' approach to assist in writing each dot point
 - o R — Relevant
 - o A — Achievements
 - o T — Task
 - o E — Experiences
 - o S — Skills

CORE SKILLS

Include IT, languages and soft skills and give specific examples how you have developed and acquired those skills

EXTRACURRICULAR ACTIVITIES OR VOLUNTEERING EXPERIENCE

Start — end date Position
 Organization

- 3- 5 dot points on responsibilities and achievements

- Demonstrate well-roundedness
- Evidence of transferable skills
- Highly sought after by employers
- Explain the extent and level of involvement for each activity and give examples to illustrate relevance to the job you are applying for

REFEREES

Write 'Referees available on request' OR for each referee write:

Name
Position
Organization
Phone and/or email address

- Always ask a referee prior to putting them on your resume. Thank them for being your referee
- Employers preference is for professional referees – can be voluntary, paid or unpaid experience
- Not recommended to use friends, family or social acquaintances

FOOTER

Your name and page number e.g. John Smith, page 1 of 2

Presentation, style and layout of resume and cover letters

- Resume is no longer than 2 pages
- Cover letter is 1 page
- Grammar and spelling errors free
- Content is tailored to address the selection criteria from the job advert
- Order of content is in order of importance for role
- Overall presentation and layout looks clear and professional with plenty of white space and clear headings
- Use a mixture of paragraphs and bullet points for ease in reading
- Do not include in applications: photo, physical characteristics, date of birth, Age, gender, disability or health issues, ethnicity, religion, marital status, lies or sarcasm
- Professional and formally structured paragraphs in cover letter: Topic sentence, expansion sentence, evidence sentence, link to position/company and transition sentence

ACTION WORDS

Adapted
Analyzed
Built
Calculated
Compiled
Composed
Consulted
Coordinate
Created
Delegated
Delivered
Developed
Edited
Established
Gathered
Generated
Helped
Identified
Implement
Initiate
Investigate
Led
Maintained
Make
Monitored
Networked
Operated
Prepared
Program
Promoted
Reported
Researched
Resolved
Reviewed
Solved
Successfully
Trained
Utilized

COVER LETTER

STRUCTURE AND CONTENT

Your Name

Your address

Your phone

Your email

Receiver's Name

Receiver's Position

Company/Organization

Address

Date

Re: Title and reference number of the position for which you're applying

Dear Receiver's name/Sir/Madam

Paragraph 1 — Position: Indicate the position for which you are applying (position, source, and date) and show enthusiasm for the position

Paragraph 2 — Qualifications: Address the selection criteria and use supporting statements with reference to your degree, skills and knowledge gained. Use full name of degree and institution. Can mention CGPA, key subjects and awards.

Paragraph 3 — Employment, work experience, volunteering or extra-curricular: A sentence or two briefly highlighting the main skills or abilities you can bring to the role and any relevant personal qualities or attributes. Refer to employment and skills gained. Backup with examples as evidence you possess selection criteria

Paragraph 4 — Show research of organization: Indicate and explain why you are interested in the job/role/organization. Avoid quoting from website, they wrote it. Show insightful research, tell them something different. Research on newspapers and internet (ensure valid sources) possible areas to mention would be organization values, strategic direction and culture.

Paragraph 5 — Thank you: Advice on your ability for an interview. Thank organization/person for their consideration of your application.

Sincerely (if you know the receiver's name), OR Yours faithfully (if addressed to Sir/Madam),

Your name.

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