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## Warwick Graduate Internships (WGI) Application Form

All WGI applications MUST be made using the **WGI Application Form below**. You should save a fresh version of the Word document for each application that you make, so that you can refer back to your application if invited for interview. **Deadline for WGI applications: 5pm Wednesday 18 October.**

**Some employers may have additional application requests** e.g. psychometric test or CV. Please check that you have attached all the employer’s application requirements and include your completed WGI Application Form.

As you are submitting the **WGI application via email**, you can eithermake the **Covering Letter as part of the body of the email**; **OR** **attach a separate Covering Letter document in the format of a ‘proper’ letter**. Guidance on [How to write a Covering Letter](http://viewer.zmags.com/publication/9158a76b#/9158a76b/36): <http://viewer.zmags.com/publication/9158a76b#/9158a76b/36>

**Email your application DIRECTLY to the host employer's email address** - details can be found under **“How to Apply” section at the bottom of the internship vacancy advert** on myAdvantage. A full list of WGI vacancies can be viewed in Vacancies on myAdvantage (type in 'WGI' to search).

You may find it useful to have the following documents to hand to help you complete the WGI Application Form: WGI internship advert; skills matrix downloadable from the individual WGI vacancy which describes the skills that you will be gaining from that particular internship; and your CV. Note: the skills matrix are different for each role. You will need to keep this for your records as it will also be used in the WGI induction programme.

For more assistance and full programme schedule, follow: [WGI Step by Step in MyPortfolio](http://myportfolio.warwick.ac.uk/view/view.php?t=15ezG8Ll4HgWu6mwyRYi): <http://myportfolio.warwick.ac.uk/view/view.php?t=15ezG8Ll4HgWu6mwyRYi> - designed to take you through the WGI process and maximise your internship experience.  ***Note:******WGI internships must start between 3 and 9 January 2018****.*

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| **Eligibility Criteria**  To participate in WGI, you must:   1. have **registered your interest in the programme** via [**online form**](https://myadvantage.warwick.ac.uk/Form.aspx?id=607368): <https://myadvantage.warwick.ac.uk/Form.aspx?id=607368> and 2. be able to **answer Yes to ALL of the following criteria**:  * I completed my **undergraduate studies** (including integrated undergraduate Master's e.g. MMORSE, MPhys) at **The University of Warwick in July 2017** * I am **NOT due to begin postgraduate studies** at any institution during the next year * I was previously registered as a **UK/EU home student** at The University of Warwick, paying **UK/EU Home fees**, and was **resident in the UK** during my studies * I am **legally entitled to work full-time in the UK during the period 3 January to 28 February 2018**, and that if required, can produce the appropriate ID and/or a visa to demonstrate this.   Note: Due to the nature of our funding, **international graduates are not eligible** to participate in the WGI programme. |

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| **Job Title** | |
| The vacancy’s Job Title, e.g. “33456: Graduate Outreach Assistant (WGI)”  \* Make sure you include the job reference that the employer may have added along with the vacancy title. |  |

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| **Personal Details** | |
| **Name**  \* First Name & Last Name |  |
| **Address**  \* These must be your most current contact details - your future employer may use these details to send you interview information. |  |
| **Preferred email address**  \* Make this the Email that you check most often. You do not want to miss an invitation to an interview! Remember to check your junk emails just in case. |  |
| **Preferred phone number**  \* Make this the number that someone is most likely to reach you on |  |
| **Second phone number**  \* It is useful to give an alternative number, just in case we/employer cannot contact you on your preferred number. We would only mention the programme if you confirmed we were speaking to you. |  |

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| **Education** | |
| \* Please list your qualifications in reverse chronological order (most recent first), in the following format: Institution, Subject, Qualification, Grade, Year,  e.g. “University of Warwick, BA History, 2:1, 2013”.  \* Please list one qualification on each line. If preferred, you may list the institution once then the qualifications underneath if you have more than one qualifications from an institution.  \* You will need to include all your Education back to and including your GCSEs or equivalent. Make sure you follow the format set out above, as employers need to be able to skim through easily. |  |
| **Training** | |
| \* Please list any training that you have undertaken, in reverse chronological order (most recent first), in the following format:  Provider, Training topic, Duration, Grade (if applicable), Year,  e.g. “St John Ambulance, Emergency First Aid, 1 day, 2012”.  \* This is an optional field and could include ECDL qualifications, first aid training, sports coaching qualification etc.  \* Please list one qualification on each line. |  |

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| **Experience** | |
| \* Please list any Experience that you have undertaken (work experience, part-time work, cultural exchanges, volunteering, Society roles – especially Exec positions, internships, work since graduating etc.) in reverse chronological order (most recent first).  \* Use this format:  Role, Organisation (location), Start date - End date: Role description.  \* Start on a new paragraph for each role, and put the description of the role underneath the other details, like this:  “Classroom Volunteer, St Agnes Primary School (Andover, Hampshire), March 2013 – June 2013:  Liaised with teaching staff to formulate individual learning plans”  \* Try not to talk about your Duties in the role but describe the Actions that **You** took to complete your duties. Use Active and Positive words in you role descriptions and their outcomes where possible.  \*When describing your experiences please remember to include the relevant skills. The skills matrix attached to each job role will list the skills that you are likely to be developing during the internship. |  |

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| **References** | |
| **Reference 1**  \* Please list your first referee in the following format:  Name, Relationship to you, Job Title, Organisation, Email, Phone Number  e.g. Mr John Smith, Former Line Manager, CEO, Wimbledon Toy Company, jsmith@wimbledontoys.co.uk, 020 8179 5435  \* This should be your current or most recent Line Manager, where possible. If you do not have a former line manager you may wish to use your Personal Tutor.  \* It’s a good idea to check your referee is happy to be your referee (!) and that they are up to date with your latest accomplishments. |  |
| **Reference 2**  \* Please list your second referee here, in the same format |  |

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| **Why have you applied to this organisation, within this sector?** | |
| \* This is looking at your motivation for applying, particularly if it is the organisation, rather than the role itself, that interests you. The employer will already know you are applying as part of the WGI programme, so you need to give a more specific reason for your interest in this organisation.  \* **Research** the occupational area for which you are applying to:  <https://www2.warwick.ac.uk/services/careers/findingwork/jobsectors>  <https://www.prospects.ac.uk>  \* In this section you will want to:   * Show what or who has **influenced** your decision * Show career motivation & ambition * Show what **research** you have undertaken * What **differentiates** this organisation from the competition   **\* Make the most of this section to show that you’re the best candidate!** |  |
| **Why have you applied for this specific role?** | |
| \* This is looking at your motivation for applying, having read and understood the role and imagined yourself doing it. It shouldn’t need saying, but “It was the best choice from the list of WGI internships” is NOT recommended, despite having made an appearance in previous applications!  \* In this section you will want to:   * Show a **realistic** and accurate understanding of job * Show career motivation & ambition   **\* Again, make the most of this.** |  |

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| **How do you match the skills and qualities outlined in the job description/person specification laid out in the advert?** | |
| \* Make sure you re-read the Job Advert again – there will be some subtle clues and some clear statements about what they are looking for. Don’t be fooled by a nice neat set of “Skills” - there may be many other clues to what the organisation are looking for hiding in the text, or even on the organisation’s website, if they have a careers section.  \* Once you have identified the qualities and skills that they have set out in the advert, make sure you tell them how you match them. Do not simply say “I am an excellent match for these skills”, evidence *how* you match them. A good way of doing this is using the CARE model (similar to STARE or STAR model):   * **Context -** Set the situation by describing the circumstances where you used the skill or qualities and gained the experience * **Action** - What was your role, what did you do and how did you do it? * **Result -** What was the outcome for you/others/organisation, and what difference did it make? * **Evaluation –** what haveyou learned from the situation/ what might you do differently next time/ how you can use your learning on this internship   **\* Again, make the most of this.** |  |

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| **What other skills/qualities do you possess that you think are \*relevant\* to the role?** | |
| \* If you have researched the organisation, sector or occupation, there may be other skills and attributes that you hold, that you believe are relevant to the role – what else do you have that they might want, and why?  \* You can get more information from the Company website / LinkedIn page. For up-to-date company information consider social media [LinkedIn](http://www.linkedin.com/), [Twitter](https://twitter.com/), [Inside Buzz](http://www.insidebuzz.co.uk/), [The Job Crowd](http://www.thejobcrowd.com/), [Target Jobs](http://targetjobs.co.uk/employer-insights). This allows you to know what kind of projects or activities they are currently involved in or will be engaging with in the future, think what are the kind of roles, skills will be needed for these.  \* Again, make sure you evidence how you match these and consider using the CARE model.  **\* This is your chance to stand out - go for it** |  |

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| **Is there anything else you would like to add, e.g. achievements or awards.** | |
| \* Make this short but positive – this is your last chance to sell yourself, so make the most of it. **What makes you stand out from the crowd?** |  |

**Tough going? Remember… 73% of last year’s interns on the WGI Programme ended up with further work.**

**Resources**

To aid you in putting together the best application possible, we have put together the following list of resources.

* [www2.warwick.ac.uk/services/careers/findingwork/researching](https://www2.warwick.ac.uk/services/careers/findingwork/researching)
* [www2.warwick.ac.uk/services/careers/applications](https://www2.warwick.ac.uk/services/careers/applications)
* [www2.warwick.ac.uk/services/careers/applications/coveringletters](https://www2.warwick.ac.uk/services/careers/applications/coveringletters)
* [www2.warwick.ac.uk/services/careers/applications/CVs](https://www2.warwick.ac.uk/services/careers/applications/CVs)
* [www2.warwick.ac.uk/services/careers/graduates](https://www2.warwick.ac.uk/services/careers/graduates)