

# Welcome to your internship

Become a member and get the right to  
DKK 15,759 per month.

A&Til®

# Agenda

For you to:

- Learn about good business research
- Be able to describe your motivation for your choice of internship
- Possess knowledge of and training in identifying your personal and professional competencies
- Be able to formulate your own success story
- Know about the structure of a CV and an application

# Ready for internship?

- What are your expectations towards yourself?
- How do you expect to benefit?
- How will the internship company benefit from you?
- What is your biggest challenge?
- What do you expect of the internship company?



# Show them you know them

43%

of applicants do not think about their potential role in the company

- Where will you find info?
- What will you investigate?
- What value can you bring to a future employer?

47%

of applicants do not write what value they can add to the company

# Your motivation

What is your why?

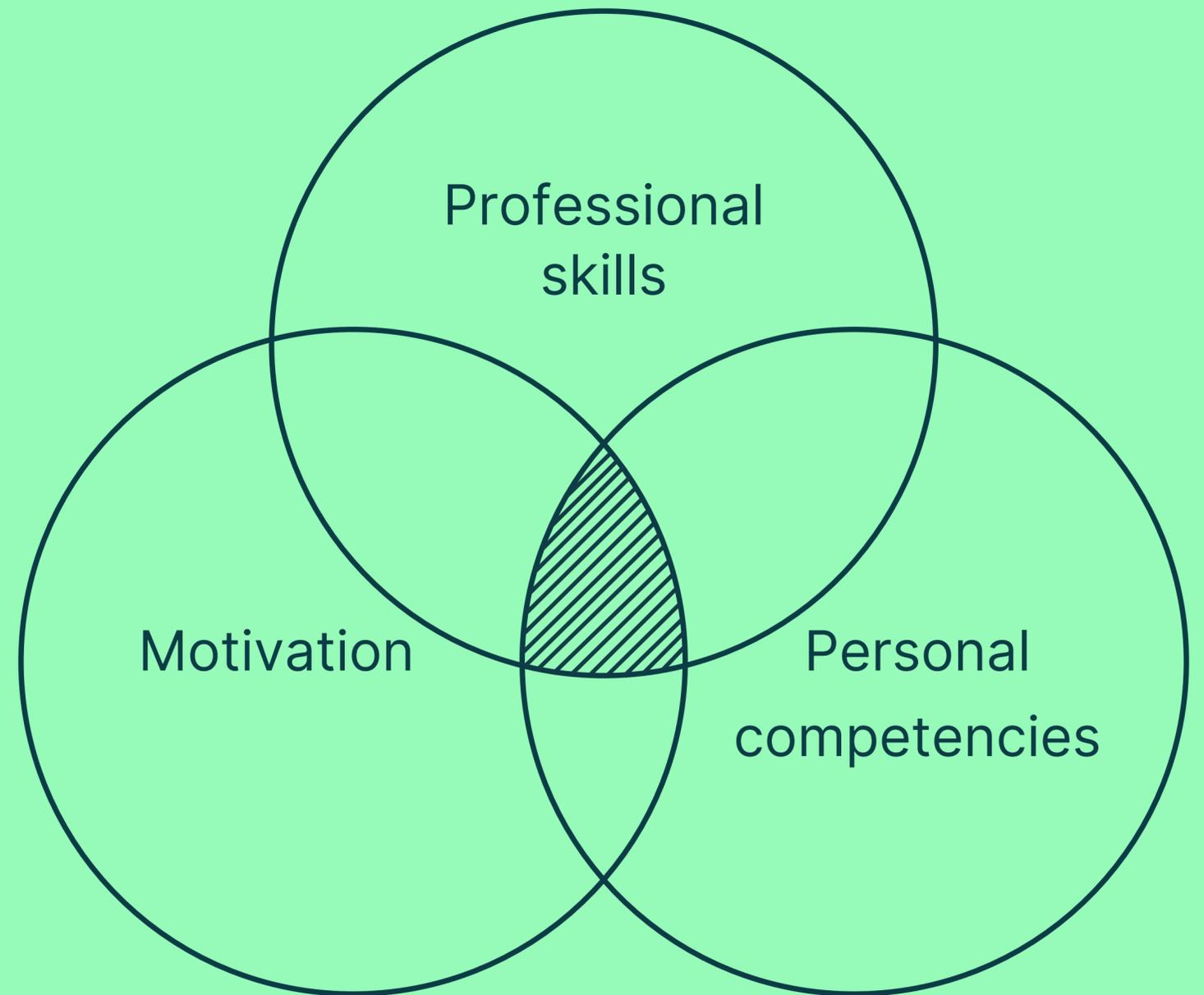
Your argument for be  
chosen for the position!

51% of companies cannot read the applicant's motivation for applying for the job in the application.

Your motivation might for example include:

- Values
- Daily tasks
- Development possibilities

What is it you  
can do?  
Who are you?  
What do you  
want?



# You acquire competencies throughout life



Education & training

Work experience

Committee and association work

Voluntary work

Sports activities

Knowledge of IT applications and

Some Language skills

Longer stays abroad

- that are relevant to your internship application.

# Professional skills

Written communication

Project management

Documentation

Foreign languages

Teaching

Technical understanding

Advice

Identifying customer needs

Audience analysis

Purchasing

Conflict management

Customer guidance

IT

Sales and increased sales

Marketing

Telemarketing

Order processing

Process-oriented

# Personal competencies

Ambitious

Quality-conscious

Results-oriented

Dynamic

Analytical

Creative

Collaborative

Confidence-inspiring

Responsible

Committed

Initiative-oriented

Goal-oriented

Independent

Outgoing

Articulate

Smiling

Pro-active

Structured

Loyal

Inquisitive

**Where do you find your competencies?**

UG, LinkedIn, Jobindex, curricula, personality test, advertisements (titles/competencies)

Ask friends, family, colleagues, contacts.

Use [Jobmakker.dk](http://Jobmakker.dk)

# Get all your experiences into a basic cv

- which forms the basis for your targeted CV

*"The clearer you are about what you can do and what tasks you have performed in which activities, the easier it is to articulate that to an employer"*

# Brutto cv

Experience	Professional Skills How have you worked?	Personal competencies What skills do you use to solve the task?	Benefit to new employer
Sales assistant in a supermarket	Customer service, sales, guidance, complaints	Helpful, service-minded, responsible, social, flexible, outgoing, listening	You will get a service-minded, responsible and social intern with experience in customer service and guidance, and with a good eye for the customer's needs
Student help	Written/verbal communication, cooperation, business understanding, administration, IT-knowledge	Independent, pro-active, outgoing, dutiful, maintains overview	You will get an intern who's used to work in an office environment, carrying out tasks, and stay cool – even in hectic moments.
Handball coach in sports club	Educational leadership, communication and service, setting up teams, planning, organising tournaments, SMS service	Initiative-taking, structured, committed, outgoing, empathetic, decisive, confidence-inspiring, responsible, results-oriented	You will get an empathetic intern with management experience, who is used to working with planning, can maintain a good overview and possesses a constant focus on results
Gaming	IT skills, language, communication, co-operation	Strategic thinker, multitasker, quick to react/act, adaptable, goal-oriented	You will get a quick-thinking and adaptable intern, with a good understanding of

# Join us today

- Free membership
- The right to DKK 15,759 the first three months
- Non-binding for students



We give you  
the tools to plan  
your internships,  
job searches and  
career development

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# Success stories



# The structure of the cv



- Photo
- Name
- Contact information
- Profile text
- Work experience
- Education
- Relevant courses
- Competences (e.g. IT and Language)
- Leisure time (spare time activities)

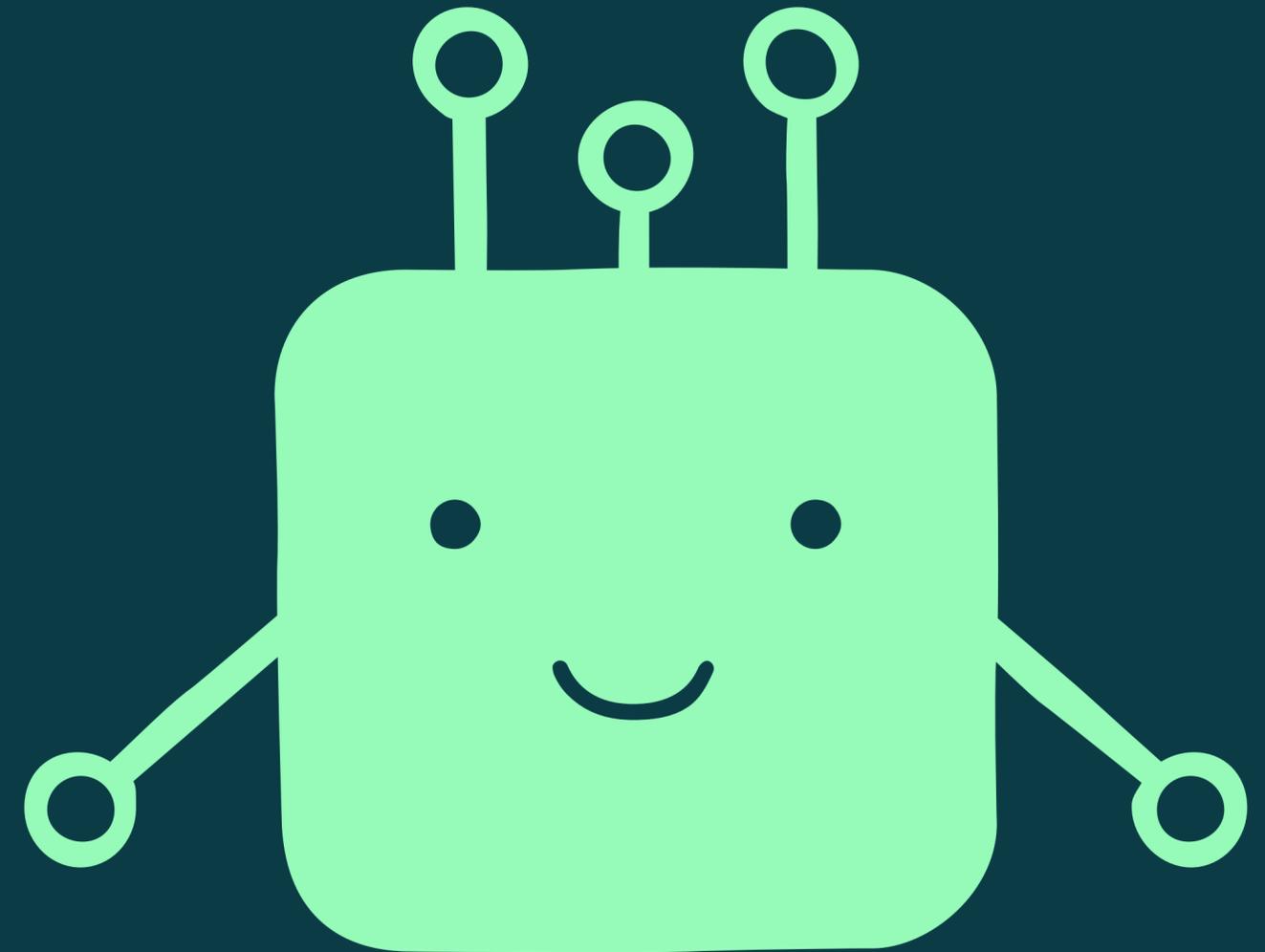
# The structure of an application



- An eye catching headline
  - A motivating introduction
  - Your professional skills
  - Your personal competencies
  - Conclusion
- Write a maximum of one page, in concise language
  - Highlight important words in the text
  - Create an attractive and uniform layout for the application and CV
  - Optional: include a photo

# Jobmakker

- It's not cheating, it's just smart



Try [jobmakker.dk](https://jobmakker.dk)

# Examples of good headlines

May include title, competencies and benefit.

- Result-oriented student seeks internship at international company
- Student with flair for communication and collaboration seeks internship
- German-speaking, innovative student is ready for an internship in finance
- Student with volunteer event management experience offers to boost your conference sales

# Get more help from A&Til

- Join us today. Free of charge for students
- Call us at 7013 1312
- A&Til – also for the self-employed



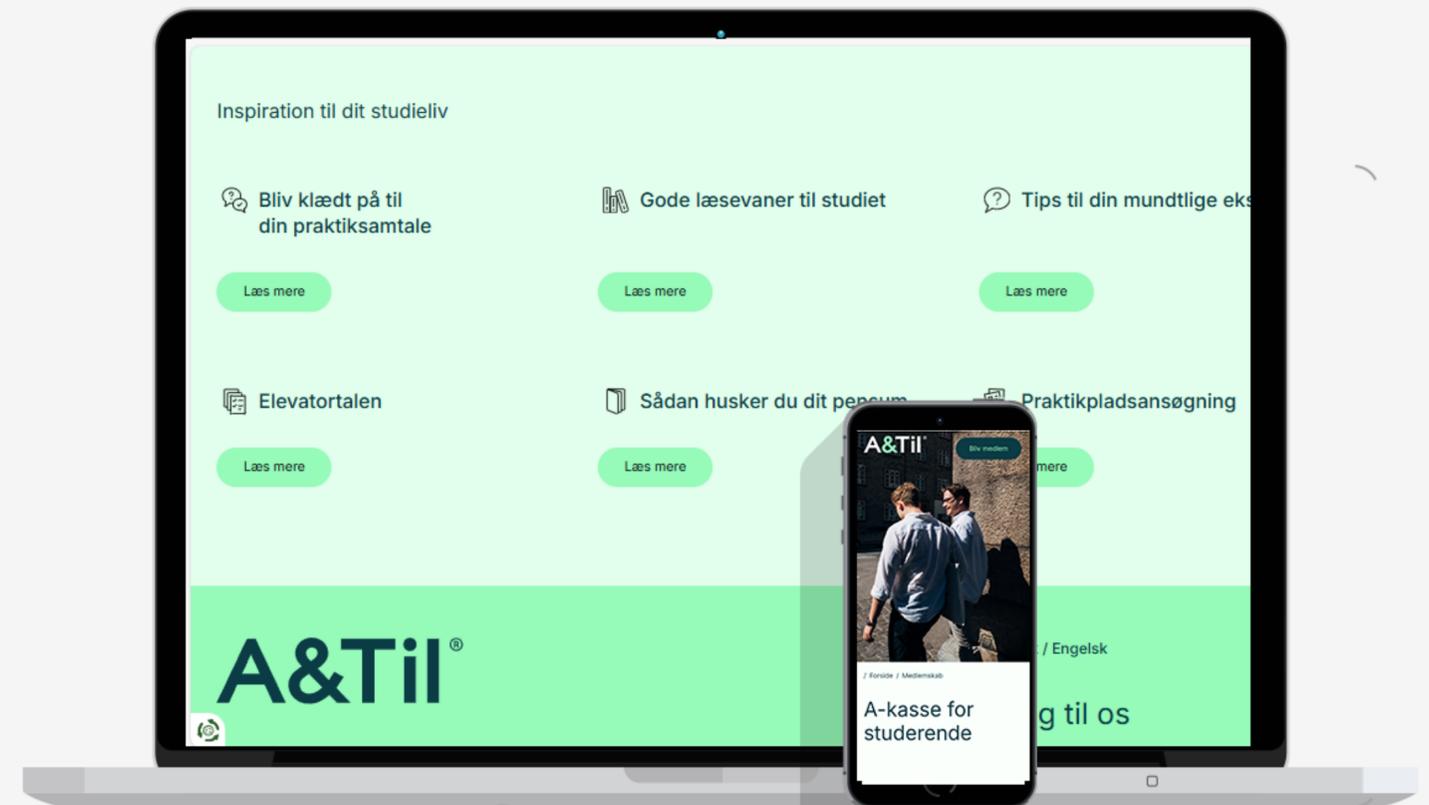
Scan this  
QR-code to  
become a  
member



# What you can do

- You have knowledge of good company research
- Describe your motivation for your choice of internship
- You possess knowledge of and training in identifying your personal and professional competencies
- You are able to formulate your own success story
- You know how to structure an application

# aogtil.dk



# Thank you for your attention

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