

## 219.311 Communication Internship

### Getting Started

As part of your preparation for your internship, you will need to develop a CV or resumé and you may also need to write multiple emails to enquire about a possible internship position. Many hosts also require a cover letter. These documents not only help highlight your professional abilities but are also a chance for you to demonstrate your communication skills.

These documents must also be tailored both to your personal experiences and to the organisation you are approaching. The links below are to help you get started in developing your own package. Please touch base with your internship coordinator once you have drafted your CV for further advice.

#### *General Resources*

[https://www.massey.ac.nz/massey/student-life/services-and-resources/career-and-employability-service/students-and-graduates/resources/resources\\_home.cfm](https://www.massey.ac.nz/massey/student-life/services-and-resources/career-and-employability-service/students-and-graduates/resources/resources_home.cfm) Massey Careers Hub

#### *Letters of Introduction/Inquiry*

<https://www.thebalancecareers.com/letter-of-introduction-examples-and-writing-tips-2062593>

#### *Cover Letters for Application*

##### Internship-Specific

<https://www.fastweb.com/career-planning/articles/cover-letter-for-internship-sample> includes sections to include

<https://www.careeraddict.com/write-an-email-asking-for-an-internship> what to include and how to follow up

##### General Cover Letters

<https://www.thebalancecareers.com/cover-letters-4161919> General information on different types of cover letters and introductions

<https://www.monster.com/career-advice/article/cold-cover-letters> Things to think about when writing a cold cover letter (aka: a letter that wasn't solicited by a job ad)

<https://www.cv-library.co.uk/career-advice/cover-letters/how-to-write-a-cold-contact-cover-letter/> Writing a cold cover letter and formatting for email

#### *Resumés and CVs*

<https://www.careers.govt.nz/tools/cv-builder/> NZ Careers Hub CV Builder Tool (registration required)

<https://www.thebalancecareers.com/job-resumes-4161923> how to approach a CV from scratch, and the difference between functional and chronological CVs

<https://www.indeed.com/career-advice/resumes-cover-letters/how-to-make-a-resume-for-your-first-job> how to structure both functional and chronological CVs, including example key words to emphasize your skills

<https://targetjobs.co.uk/careers-advice/skills-and-competencies> how to present your different skills and attributes

<https://www.prospects.ac.uk/careers-advice/applying-for-jobs/what-skills-do-employers-want> more on presenting and foregrounding skills and attributes

<https://www.careers.govt.nz/job-hunting/cvs-and-cover-letters/how-to-write-a-cv/> tips for formatting and preparing a CV

<https://www.roberthalf.co.nz/career-advice/resume> general tips for things to include and exclude

<https://www.thebalancecareers.com/what-not-to-include-in-your-resume-2063284> things to avoid when preparing your CV