Micro-Internship Application Tips Guide

This resource is meant to provide tips for students as they apply for micro-internships. These tips will help students understand how they can strengthen their applications in order to stand out to companies. Contact Kelsey Durham at kelsey.durham@unc.edu if you have any questions.

- Apply to anything that interests you!
- Prioritize applying to positions that have a website link or their social media under the 'Connect Online' section in the Details of the position when you click 'Details.'
- Describe relevant experiences in a concise and thorough manner. Keeping this to a few sentences will be sufficient. Relevant experiences can include class projects, classroom experiences, etc.
- Elaborate on your work experiences to align with NACE Career Readiness Competencies.
- Focus on marketing yourself by identifying 1 or 2 of your strengths so employers can recognize your skills and strengths. Highlight your strengths based on your results from CareerOneStop Interest Assessment. When you're looking at the project description, companies will also list the skills that you need to have.
- Tailor your responses to be specific for the position you are applying to. Some positions may ask similar questions on their application so you may just need to tweak responses.
- Ensure that your resume is up to date before submitting your application. You can use Handshake to schedule an appointment at UNC University Career Services and receive feedback on your resume.
- Don't be afraid to reach out to a recruiter for the position that you're applying to and connect with them. You can either reach out to them on LinkedIn or go to the company's Handshake page under contact information or public staff list for their information.
- Read the project description so you can understand details such as project duties, timeframe, and location.
- Make sure to do research on the company you're applying to. You can look on their website or their Handshake page and familiarize yourself with their mission, responsibilities, and role.
- Demonstrate a lot of interest in the company through your application and align yourself with the company's goals.