

PREPARING YOUR COMPUTING INTERNSHIP APPLICATION

ANU CAREERS and
EMPLOYABILITY



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Lucy Pullen
Career Consultants

Agenda

01 Sem 2 CECC Workshops

02 COMP Internship

03 Writing your Resume

04 Writing an EOI

05 Where to look for internships



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Workshop 1 – Preparing your Internship Application

Workshop 2 – Interview Skills – 18th October (Week 11)

After this workshop you will be able to:

- learn what to include in your resume, EOI and cover letter
- understand how to present your skills and experience to increase your chances of being invited to interview
- where to look for external internship opportunities
- how to tailor your resume for the job/industry



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COMP INTERNSHIP ELIGIBILITY

Computing Internships are only available to School of Computing students on the following programs:

- Bachelor of Advanced Computing (Honours)
- Master of Computing
- Master of Machine Learning and Computer Vision

The eligibility for Computing Internships will only be assessed under students' current program, when students submit the application for the Computing Internships.

Further Information:

<https://cecc.anu.edu.au/students/student-employability/internships/computing/>

Application Form:

https://anu.au1.qualtrics.com/jfe/form/SV_0cViA8cWbA4ssyq

Undergraduate eligibility criteria

To be considered for an internship position, you will need to check you have met the requisites. Please see [Advanced Computing Internship - COMP4820](#):

- you will need to be studying a Bachelor of Advanced Computing (4716)
- you will need to have successfully completed [COMP2100](#) and [COMP2120](#) and 12 units of 3000 COMP courses
- you are not able to enrol in this course if you have previously completed [COMP4500](#), [COMP4550](#), [COMP4560](#) and [COMP4810](#).
- you will need to have space in your program to accommodate a 12-unit Internship (i.e. COMP or University Elective Space) without overloading, in a single semester (not across two semesters)

If you have completed or are planning to undertake [COMP3500](#) (TechLauncher), please seek program advice from your Program Convener before applying to undertake the Computing Internship.

Postgraduate eligibility criteria

To be eligible to be considered for the Computing internship [COMP8830](#) you need:

- to be enrolled in the Master of Computing AND have successfully completed [COMP6442](#) (Software Construction) and [COMP8260](#) (Professional Practice 2), or
- to be enrolled in the Master of Machine Learning and Computer Vision* AND have successfully completed [COMP6710](#) (Structured Programming) or [COMP6730](#) (Programming for Scientists) AND [COMP6250/ENGN6250](#) (Professional Practice 1) or [COMP8260/ENGN8260](#) (Professional Practice 2)
- no plans to complete [COMP8715](#) - i.e. NOT completed, NOT be enrolled in and/or NOT planning to complete [COMP8715](#) (Computing Project) or [COMP8755](#) (Individual Computing Project)
- space in your program to accommodate a 12-unit internship (i.e. COMP or University Elective Space) without overloading, in a single semester (not across two semesters)

COMP INTERNSHIP REQUIREMENTS

What does the internship involve?

The Computing Internships are undertaken over one semester (for 12 units of academic credit).

Participation in the internship involves 20hrs per week, consisting of:

- 15 hours per week undertaking a project within a host organisation
- 5 hours per week of:
 - Weekly tutorials
 - 1-on-1 and group mentoring to assist students to adapt to business environments and successfully complete their projects

More Questions?

Need Help? Send your email your enquiry to Student Employability team studentemployability.cecc@anu.edu.au

Main Round

- There will only be ONE main round of applications for the Computing Internship. Ensure you are aware of the dates, posted above on this page and/or you can also note the Key Dates for the semester at [Internship Program - ANU School of Computing](#).

Supplementary Round

- A Supplementary Round may occur when Hosts do not find a suitable candidate through the Main Round
- A Supplementary Round may also consist of new Hosts and Projects who did not participate in the Main Round.
- Updated CV will **NOT** be accepted in the Supplementary Round.
- **Eligibility:** The Supplementary Round is only open to students who meet **ALL** of the following:
 - applied during the Main Round, and
 - were found eligible for the Main Round, and
 - have not yet secured a placement

- <https://cecc.anu.edu.au/students/student-employability/opportunities/>
- <https://cecc.anu.edu.au/students/student-employability/internships/computing/>



COMP INTERNSHIP BYO REQUIREMENTS

Bring your own (BYO) project

If you are intending to bring your own project (BYO) to the Computing Internship program, please note it needs to be a **paid** internship in Australia.

Please note the following steps:

1. Please contact the course convenor to discuss your intentions, as soon as possible.
2. Students intending to utilise BYO projects must still apply via the usual application method of submitting the Computing Internship Student Application in the Main round with details of your Host Organisation.
3. Your Host must submit the project proposal by the required dates. See 'Propose an Internship Project' information at [Internship Program - ANU School of Computing](#).
4. If/when your project is approved and if/when you have been assessed as eligible through the usual application process, you will be contacted by CECC Employability with further instructions. See key dates.

More Questions?

Need Help? Send your email your enquiry to Student Employability team studentemployability.cecc@anu.edu.au

➤ <https://cecc.anu.edu.au/students/student-employability/internships/computing/>

Propose an Internship Project

Host project proposals are currently invited for Semester 1, 2025 internship placements.

The ANU invites organisations to host a computing student intern in Semester 1, 2025 (Term dates: 17 February 2025–23 May 2025).

The program is offered to ANU students located in Canberra, and other locations in Australia and overseas. We invite project submissions from organisations able to host on-site, remote, or hybrid (combination of on-site and remote) internship placements. To support a remote-only internship, host organisations will need to be able to implement “working from home” arrangements where supervision and project management can be provided via online tools, such as Zoom or Teamwork, Slack, and other collaboration platforms.



Please contact ANU Computing with any questions

Propose an Internship Project.



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Instructions

Go to

www.menti.com

Enter the code

5596 6301



Or use QR code



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Common Questions



- How long should my resume be?
- Should I include all my personal details?
- Do I need an Objective?
- Should I include my ATAR / GPA?
- Should I include my High School and Subjects?
- What is a Skills Summary?
- Should I include all my past jobs, internships and volunteering experience?
- Should I include “Hobbies & Interests” ?
- Should I include awards and achievements?
- Who should I list as my Referee?
- Can I write “Referees provided on request” ?

WRITING A RESUME



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What is the Purpose of a Resume?

To get you an interview!



What to include in a Resume

- Name & Contact details
- Personal Objective | Also referred to: Career Objective / Career Statement / Personal Profile / Career Summary / About Me
- Education & Qualifications – reverse chronological order
- Skills Summary: Technical Skills, Interpersonal Skills, Languages
- Projects / Portfolio – both academic and extracurricular
- Relevant Work History (includes employment, placements, internships)
- Other Work History (can include PT, casual jobs, volunteer work)
- Professional Memberships – eg ACS
- Achievements / Awards / Scholarships / Publications
- Extracurricular activities / Volunteer Work
- Referees x2



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Sample resume (graduate/professional position)

1**Frank Ashbury**

Chapman ACT 2611
0412 345 678
frank.ashbury@gmail.com

2**OBJECTIVE**

Driven and energetic, I am seeking to start my career in investment banking by using my strong communication and problem-solving skills and further developing my leadership skills in a graduate position with a leading multinational investment bank. With a solid academic foundation in finance and accounting to this position, as well as practical experience in commercial litigation, I am keen to apply and grow my skillset in the auditing and legal areas of ABC Bank.

EDUCATION**3****2017 – expected completion March 2020**

Bachelor of Laws/Bachelor of Commerce, Australian National University
Distinction average.

Mar-Aug 2018

Semester exchange to the National University of Singapore (NUS)
Focused on courses in **Business Analytics** at the NUS Business School

2016

Narrabundah College, ACT. ATAR: 99.4

4**SKILLS SUMMARY****Communication**

- Developed strong oral communication skills through my role as Community Volunteer with Oxfam Australia, presenting Oxfam's work at community groups and schools, tailoring my language to different audiences.

Teamwork

- Strong team work skills, illustrated through my role with FINSOC where I managed a team of five students from diverse backgrounds, supporting and integrating their unique skillsets to our work of organizing a networking events series.

Problem solving

- Demonstrated effective problem-solving skills during my internship at WeInvest, combining a range of unrelated databases into a comprehensive profile of young investors, which resulted in a 85% increase in WeInvest website traffic.

Information Technology

- Developed advanced statistical analysis skills at ANU and NUS Business School, and confident in using statistical programs (Stata, R and MS Excel) to provide in-depth insights into business problems such as in my roles at WeInvest and Oxfam.

PROFESSIONAL EXPERIENCE**March 2018 – present**

Paralegal, Smith & Partners, commercial law firm, ACT

- Drafting legal documents and providing briefs to council on current cases
- Legal administration for commercial litigation matters. Trial preparation, including interviewing clients

Dec 2017 – Feb 2018**5**

Intern, WeInvest, ACT

- Contributed to a project aimed at increasing participation of 'young' investors (under 30s) in online trading
- Researched and analysed the characteristics of 'young' investors client base utilising various open access sources such as LinkedIn, ASX annual reports and ABS data
- Created a targeted social media marketing campaign based on my research, which increased site visits to WeInvest by 85% between Jan-Feb 2018

ADDITIONAL EXPERIENCE**6****Mar 2017 – present**

Committee member, Finance & Banking Society (FINSOC) – ANU Branch

- Led the development and implementation of marketing and promotional materials for events
- Grew membership base by 25% in 2018 through coordinating a targeted events series for first-year students

Feb 2015 – Nov 2016

Retail Assistant, David Jones, ACT

- Provided high quality customer service, including responding professionally to customer inquiries and requests
- Maintained and restocked inventory
- Handling cash and EFTPOS transactions

VOLUNTEER EXPERIENCE**Mar – Nov 2017**

Oxfam Australia community volunteer, Canberra chapter

- Delivered presentations of Oxfam's work at community groups and local schools to increase awareness
- Managed the local group's Facebook and Instagram pages including content contributions, responding to comments and providing basic website traffic analytics to inform future activities

2015 – 2017

Rugby League coach for under 14s, Weston Creek Rugby Club

OTHER ACHIEVEMENTS**2018**

ANU College of Business & Economics Undergraduate Merit Award for outstanding academic achievements in Finance

PROFESSIONAL MEMBERSHIPS**7****2017 – present**

Student member, Financial Services Institute of Australasia (FINSIA)

REFEREES**Sam Smith**

President
FINSOC
02 6123 4567
sam.smith@smithandpartners.com.au

Tracey Johnson, Finance Analyst

Supervisor
WeInvest Pty. Ltd.
02 6123 7890
tracey.johnson@weinvest.com.au

<https://www.anu.edu.au/students/careers-opportunities/careers>

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What NOT to include

- Your Date of Birth
- Your Gender / Sexual Preference
- Marriage or Relationship Status / Children
- Race, Religion or Ethnicity
- Full Residential Address
- Photo (unless Actress, Model etc)
- Complicated / Overly Colourful Templates



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Common Mistakes

- Spelling and grammatical errors
- Inconsistent fonts / Bad formatting
- Too wordy or too brief
- Not tailored to the job and/or Organisation
- Not clear explanations, and leaves reader with questions
- Fancy gimmicks (borders, highlighting, underlining, many fonts)
- Unprofessional email address
- Overstated claims or bluffing
- Incorrect contact details



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What is a Personal Objective?

Around 3-4 sentences at the top of your resume outlining your career goals and aligning your skills and personal values to the position you are applying for.

- Who are you? What have you done? Where are you going?
- What do you have to offer the organisation? Why should they hire you?
- It should be tailored to the role and organisation – use mirrored language.
- Avoid using AI to write this (its obvious!) it should be personal to you!
- Avoid common cliché phrases– make it unique and stand out!

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Example Personal Objective



Bad example:

Seeking a job in robotics and AI where I can use my skills.

Better example:

ANU Computing student with a passion for robotics and artificial intelligence, seeking opportunities to apply technical skills in C++ and Python to contribute to innovative projects in the field. Eager to leverage academic knowledge and hands-on experience to make impactful contributions to cutting-edge technologies in robotics and AI.

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What skills could you include in your Skills Summary for a Computing Resume?



inspiration
bold leader
creative
fast
focus
transpiration



How to write a Skills Summary

Be prepared to talk to these if invited to an interview!

- **Technical Skills**
 - Coding Languages
 - Programs / Software
 - Methodology
 - Practical Skills
- **Interpersonal / Professional**
 - E.g. Communication, Leadership, Teamwork
 - Mirror skills from the job description
 - Always include proven examples from your experience
- **Spoken Languages**
 - Include proficiency e.g. (Fluent)

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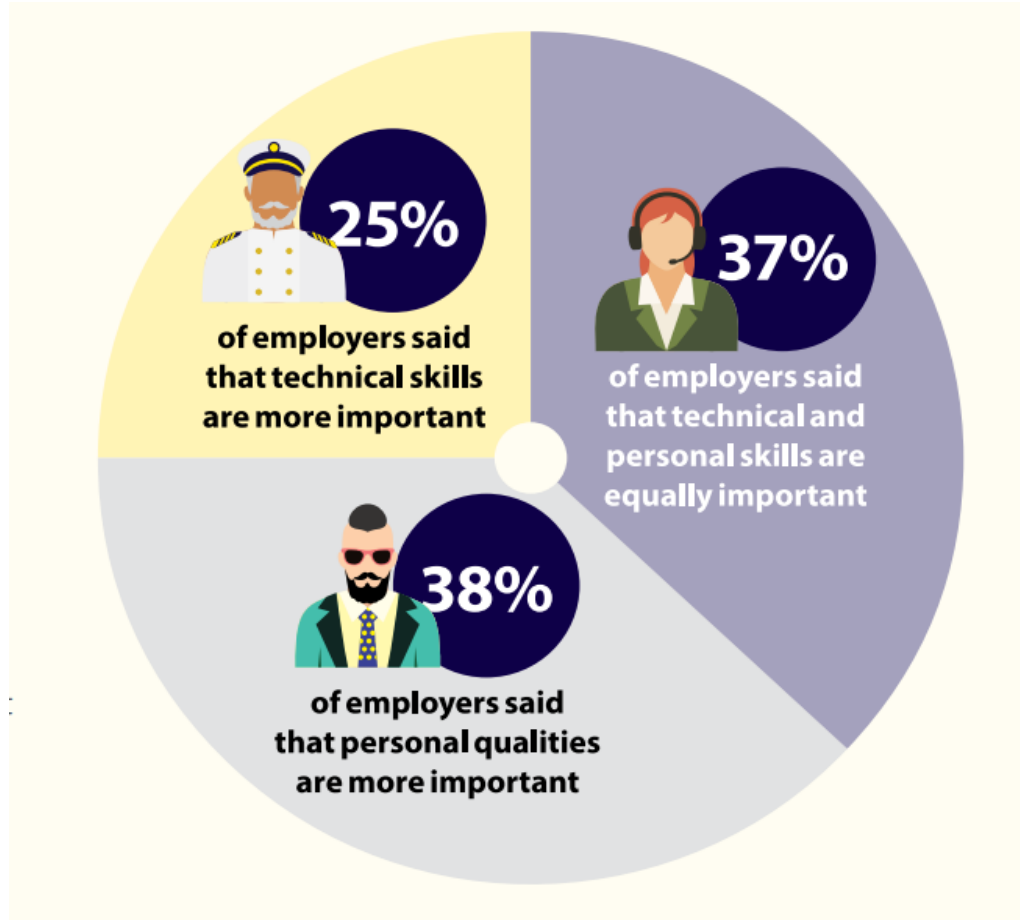


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Understanding the changing nature of work

What skills will be in demand in the future?


Employers value both technical and employability skills.





Top 10 skills of 2023


1.  Analytical thinking


2.  Creative thinking


3.  Resilience, flexibility and agility


4.  Motivation and self-awareness


5.  Curiosity and lifelong learning

6.  Technological literacy


7.  Dependability and attention to detail

8.  Empathy and active listening

9.  Leadership and social influence


10.  Quality control

Type of skill

 Cognitive skills

 Self-efficacy

 Management skills

 Technology skills

 Working with others

Source

World Economic Forum, Future of Jobs Report 2023.

Note

The skills judged to be of greatest importance to workers at the time of the survey

Top 10 skills on the rise

- | | |
|--|--|
| 1.  Creative thinking | 6.  Systems thinking |
| 2.  Analytical thinking | 7.  AI and big data |
| 3.  Technological literacy | 8.  Motivation and self-awareness |
| 4.  Curiosity and lifelong learning | 9.  Talent management |
| 5.  Resilience, flexibility and agility | 10.  Service orientation and customer service |

Type of skill

 Cognitive skills  Self-efficacy  Management skills  Technology skills  Working with others  Engagement skills

Source

World Economic Forum, Future of Jobs Report 2023.

Note

The skills judged to be increasing in importance most rapidly between 2023 and 2027

Professional Experience

Reverse chronological order – Current position at the top!

Employers want to know:

- What you learnt?
- Examples of where you applied knowledge in the ‘real world’
- What skills you developed / transferrable skills:
 - ✓ About communication
 - ✓ About administration
 - ✓ Working in a team

This is the experience you will bring to future jobs.



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Describing your experience

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Instead of this...	Try this...
<p>✗ Data entry and analysis in excel.</p>	<p>✓ Modelled 20 years of historical financial data in excel to determine relationship between commodity prices and profitability.</p>
<p>✗ Waiting tables, working the bar & hosting wine tastings.</p>	<p>✓ Managed 150 person capacity bar, requiring exceptional customer service, dispute resolution, and time management.</p>
<p>✗ Chair of volley ball club social committee.</p>	<p>✓ Chaired social committee of 10 and organised events throughout the year attended by 200-300 members.</p>
<p>✗ Tutored Year 12 commerce students.</p>	<p>✓ Developed tutorial content, marketing, pricing, and time management strategies to establish a successful small business tutoring Year 12 commerce students.</p>



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Experience to include:

- ✓ Formal Education & other Training (e.g. First Aid)
- ✓ Professional Work Experience (FT/PT)
- ✓ Casual Work Experience – *transferable skills!*
- ✓ Contracting / Consultancy / Free lance work
- ✓ Internships / Placements
- ✓ Extra-Curricular Activities - Student Societies, Sports clubs etc.
- ✓ Projects (e.g. Capstone)
- ✓ Volunteer Work
- ✓ Work associated awards / achievements

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WRITING AN EXPRESSION OF INTEREST (EOI)



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What is the difference between an EOI & a cover-letter?

*“Like a cover letter, an expression of interest accompanies an up-to-date resume. However, **expressions of interest are more general than cover letters, as they focus on the writer's qualities and the value they'd bring to the company rather than addressing specific criteria**”.*

Source: indeed (2022)



What is an Expression of Interest?



- Can also sometimes be called EOI or Statement
- Written response to accompany your Resume for an application
- Normally up to 300 words but can vary by organisation
- Relates to the job role and organisation, referring to your values, skills and interests in alignment to the position.
- Gives a snapshot of your professional profile to potential employers / hosts

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Research the Company

Understand the company you are applying to ...

- What is their Workplace Culture?
- Do they have a Mission Statement or Philosophy?
- What are their Values? Do these resonate with you?

Know what role you are applying for ...

- What skills are required?
- What experience they are looking for?
- What type of person do they want? – Culture fit?



Purpose of an EOI or Cover Letter



To get to the next stage...

Employers want to know:

1. **Why do you want the internship?**
 - How does this opportunity contribute to your career development?
2. **Do you want to do the internship?**
 - Are you motivated and can show an understanding of the role?
3. **Do you fit in the organisation's culture?**
 - Do your values align?

Tips for how to get started



1. Research the company thoroughly
2. If writing a letter, address the *right* person
3. Make sure you customise each EOI/letter
4. Include *all* the necessary information
5. Write a solid opening paragraph
6. Detail your qualifications and work experience
7. Explain why you think you would suit the role
8. Explain what you think you would gain from the internship – what do you want to learn?
9. Explain what skills you can provide
10. Review and edit

How to make the most of your Internship



- Industry Insight
- The beginnings of a Professional Network
- Workplace Experience
- A Stronger Resume
- A Stepping Stone to Employment
- A Confidence Booster

WHERE TO LOOK FOR AN INTERNSHIP



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Current Opportunities

<https://comp.anu.edu.au/study/projects/>



[Home](#) / [Study](#) / Project Opportunities

Project Opportunities

A list of available projects for our students at all levels

Search projects

Research Cluster

Researcher

Research Group

Study Level

Research Project

Tag

Projects

[Saddle-free optimisation of deep networks](#)

[Blazingly Fast Real-Time Analytics over Big Streaming Data](#)

[Analysing the Usefulness of Succinct Interactive Zero-knowledge Proofs to Voting](#)

[Human Public Key Crypto and its Applications to Voting](#)

[Investigation of Online Voting Systems](#)

[Post-quantum Marked Mix-nets](#)



Key Dates

▼ Key Dates for Semester 1 2025

	Main Round	Supplementary Round
Computing Internship Application	13 September to 29 September 2024	
Computing Internship Supplementary Application		06 November to 13 November 2024
Host organisations assess/interview and advise preferred candidate	11 October to 31 October 2024	15 November to 05 December 2024
Deadline for host organisations to confirm students offer acceptances	01 November 2024	06 December 2024
Placements and agreements finalised	31 January 2025	31 January 2025
Placements begin	Week beginning 17 February 2025	Week beginning 17 February 2025



Job Sources

Where to find jobs?



Student-Specific Job Boards

- ANU Careers Jobs Board | <https://careerhub.anu.edu.au/students/jobs>
- CECC Student Opportunities | <https://cecc.anu.edu.au/study/student-opportunities/>
- GradConnection | <https://au.gradconnection.com/>
- Prosple | <https://au.prosple.com/>

Other Job Search Websites in Australia:

- Seek | Extensive job listings across various industries.
- Indeed Australia | Extensive listings from various sources
- LinkedIn Jobs | Professional networking site with job listings & internships
- Jora | Aggregates listings from multiple sources.
- Ethical Jobs | Jobs with a social and environmental impact.



Hidden Job Market

What is the hidden job market?

This refers to those jobs that employers do not advertise or make available publicly.

There are many reasons an employer hires this way - it can save money and time, simplifying the recruitment process.

Strategies

- Explore current or previous company
- Reach out to existing contacts
- Join networks and associations
- Use professional associations or alumni groups
- Stay relevant on LinkedIn
- Connect with recruiters (use LinkedIn)
- Pursue volunteer opportunities
- Attend industry events and careers fairs



Australian Computer Society



Student Membership!

<https://membership.acs.org.au/individual/student-graduate.html>

The banner features the ACS logo on the left with the URL [acs.org.au/join](https://membership.acs.org.au/join) below it. The main content is divided into three columns by vertical dashed lines:

- INDUSTRY GROWTH**: IT industry growing at 3% per year, outpacing Australia's labour market. Accompanied by an icon of three stylized human figures and a 3% percentage with a checkmark.
- CAREER GROWTH**: 75% of the fastest growing occupations require STEM knowledge and skills. Accompanied by an icon of a document with a gear and a graduation cap, and a 75% percentage.
- KNOW YOUR COMPETITION**: Annual IT enrollments at universities are 50% higher than a decade ago. Accompanied by an icon of a map of Australia with a gear and a checkmark, and a 50% percentage.

CAREERS PORTAL
The new member only ACS Career Platform is here to connect you with the next step in your career. The [ACS Career Platform](#) is an exclusive portal for ACS members looking for new opportunities, and can be easily accessed the by using your MYACS credentials.



CECC Weekly Drop ins

Every Tuesday 2-4pm

S215 Meeting Room in CSIT Building 108 (next to CECC Student Service counter)

Got a quick careers related question?

- Concerns regarding CECC internships (both Computing and Engineering)
- Need advice on writing your Resume or Cover Letter
- Tips for Job Applications and upcoming interviews
- Job Search Strategies for casual, part time or full-time employment
- Guidance for Internships and Graduate Programs applications
- General Career exploration or information.

No booking required, appointments will be provided on a first come first serve basis and will not exceed 15 minutes.



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Upcoming CECC Workshops & Events

Week 5	20th Aug 11am- 2 pm	In person	Jumpstart your career: ANU start-up forum (EE Team)
Week 6	28th Aug 2 – 3:30 pm	Virtual	Engineering Internship - Resume Writing & Applications
Week 7	16th Sep 2 – 3:30 pm	Virtual	Computing Internship Resume Writing & EOI
Week 8	23rd Sep 2 – 3:30 pm	Virtual	International CECC Students: Finding work in Australia
Week 8	24th - 26th September	In person	International Careers in Focus (EE Event)
Week 9	25th Sep 5-7:30 pm	In person	fifty50 Women in STEM: Networking Workshop
Week 11	18th Oct 2 – 3:30 pm	In person	CECC Internships (Engineering & Computing) - Interview Skills



<https://cecc.anu.edu.au/events/>



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Little Quiz

Just a bit of fun to finish things off!



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QUESTIONS?



YOUR JOURNEY to CAREER READINESS

- Resume Review Workshops
- Career Skills Workshops
- Internship & Graduate Program Advice
- Learn about the Australian Labour Market
- Job Search Strategies & Application Support
- One-to-one appointments to discuss career goals
- Employer Engagement Events



careers.anu.edu.au

Connect with us

Visit us on campus



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22 University Avenue
Acton, ACT 2601

Contact us



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careers@anu.edu.au

Stay connected



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