



# Internship

Application letter | CV | Job interview

# The application letter

## How to write an application letter - I

### Before you start writing

- Think of your application as an advertisement with the sole purpose of getting you a job interview!
- Focus on what you can offer the company – not the other way round.
- Find out to whom in the company the application letter should be addressed.
- Familiarize yourself carefully with the company before you start to write.

### How to structure your application letter

- Application letters should be no more than one page. Make sure there is plenty of space around the text.
- Start by making a good and catching heading that says something about you.
- Make an introduction paragraph with a brief outline of what you can offer and why you are applying for a job or an internship with this particular company.
- Then continue with two or three short paragraphs in which you describe in more detail what you can offer the company in view of your professional and personal qualifications.
- It may be a good idea to provide each paragraph with a short but meaningful heading to provide a fast overview of what you can offer.
- Close the letter by indicating your interest in what happens next.

# The application letter

## How to write an application letter – II

### What to write in your application letter

- Relate your qualifications to facts to demonstrate they are not taken out of the blue. Support your statements by giving examples of your experience, knowledge, tools and projects you carry with you from previous jobs/student jobs or your degree programme.
- Make it easy for the company to see how they can benefit from your qualifications, experience etc.
- If you are applying in response to a job posting take care to describe how you with your qualifications can live up to the requirements.
- Write in a precise and personal manner without using spoken language, however.
- Weigh each and every word very carefully. You can use only a single page to 'sell' yourself – make good use of the space and show them that you are able to focus on the essentials.
- Your application and your CV must be in agreement – and together with a job interview, if you get that far – provide a good and coherent impression of who you are and what you can do.
- Do a proofread or ask somebody else to do it for you. Spelling mistakes and sloppiness signal that you are not careful with what you do and that you might not spend time on important tasks.

### Before submitting your application

- With your application letter you basically only need to enclose the documents that the company may ask for in the job posting. If you are sending an unsolicited application it is up to you to judge which documents to enclose besides your CV. You should note that it may vary from one industry to another and from one company to another what you are expected to enclose. However, you should always bring the enclosures, that you find relevant, for the interview, if you get to that stage.
- If you send your application letter by e-mail consider what to write in the e-mail and in the subject line. 'Sell' yourself already in the e-mail so that the receiver will want to open the application letter and CV you have attached.
- Remember to save your application letter and your CV in PDF format if you are sending the documents via e-mail. Then you will know that format and layout stay the way you made it.

# SAMPLE / Application letter

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APPLICANT SMITH | HØJEN 3 C, 8000 AARHUS C, DENMARK | PHONE +45 7228 00xx | E-MAIL XX@EMAIL.DK

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Company  
Address  
Postal code and city  
Country  
Attn: Mr/Mrs...

Aarhus, Denmark [date Month year]

To Mr/Mrs ....

## Main heading

Short introduction/reasons for applying

### Heading A

What can you offer the company? Which qualifications have you acquired during your education and your work experience of relevance to the company? Make it easy for the company to see how they can benefit from your qualifications, experience etc.

### Heading B

What can you offer the company? Which qualifications have you acquired during your education and your work experience of relevance to the company? Make it easy for the company to see how they can benefit from your qualifications, experience etc.

### Heading C

Do you have any other qualifications of relevance to the internship/job that it would be an advantage for you to mention? (Personality, stays abroad, travels, folk high school stays, etc.)

### Close

Reference to interview.

Best regards

Applicant Smith

## SAMPLE / Application letter

Your name | Your address | Your phone no. | Your e-mail

Company name  
Address  
Postal code and city  
Denmark  
Attn:

Place and date

To Mr/Mrs...

**STUDENT WITH A FLAIR FOR FINANCE AND GOOD CUSTOMER SERVICE SEEKS INTERNSHIP**

**Introduction, 2 lines**

**Which qualifications have you acquired during your education and your work experience of relevance to the company, 5-10 lines**

**Which personal qualifications can the company benefit from, 5-10 lines**

**Close, 2 lines**

Yours sincerely

Your name

# SAMPLE / Application letter

Your name | Your address | Your phone no. // Your e-mail

Company name  
Address  
Postal code and city  
Denmark  
Attn:

## An extra set of hands for your xxx tasks

To Mr/Mrs,

I am studying for ... at Business Academy Aarhus and as part of this programme I am scheduled for an internship period for x months starting in xx. When we were on a company visit to you in October, I was very much inspired by xxx and therefore apply for an internship with you.

### **High level professional qualifications and a fast learner**

As your new intern I can help solve tasks in relation to xxx and xxx. The course programme has given me extensive knowledge of xxx and as a result of this I can xxx. In addition to this I am good at organising and doing ... Finally, I adjust and learn fast thanks to the basic knowledge acquired through the course programme.

### **Excellent organisation and communication skills**

As an assistant nursery school teacher I learnt the importance of good communication and I take pride in ensuring a good dialogue with children, parents and co-workers. The same job also taught me how to always keep my head and stay both accommodating and efficient – although things might be happening fast. Both at the Academy and at my work I of course stick to what has been agreed on and I am good at organising and giving my tasks the right priorities.

These are all skills that I look forward to using actively with you, and I am confident that this will help create value for your business and your customers.

I look forward to getting an opportunity to give you more details about me in an interview and learn more about you.

Yours sincerely

xxx

## What is a CV?

- Your CV is a status of your education and your work experience to date.
- You can choose to either structure your CV in chronological order or according to functions/ qualifications – see the attached examples.
- Your CV should give an adequate view of who you are and what you can offer the company.
- Consider the fact that two people with more or less the same background can present themselves in very different ways depending on how they choose to present their skills and experiences.
- Describe the experiences you have acquired in detail in your CV. State what you have learnt, what responsibilities you have had, and the results you may have achieved, if relevant. Do this so that your information becomes as relevant as possible to the company you are writing to.
- Remember to state your work experiences in chronological order, with the most recent first.
- Give your CV an appealing layout and ensure that the information is well structured. Take care to allow plenty of empty space on each page and make sure that it is easy to get an impression of who you are and what you can.
- A good idea could be to insert a good (and ‘objective’) photo of yourself. This makes it easier to remember you.
- Your CV must of course be ‘honest’ but avoid writing something that is easily misunderstood or that can shed a bad light on you. Use positive words and look ahead to the future.
- Place your contact details in either the header or the footer of all pages of your CV. It must be easy for the company to get in touch with you.
- Proofread your CV carefully. And then proofread it once more.

## What does a CV typically comprise?

### Personal data

State your name, address, e-mail address, phone number and link to LinkedIn-profile

### Introductory summary

A brief summary of your application letter and your CV, just a few lines. You could for example build your summary around the three most important reasons why you are the right person for the job or the internship. Formulate your thoughts so that it is clear how the company will benefit if they employ you.

### Education

State which degrees you have earned or are studying for. State the name(s) of the educational institution(s) – and the year(s) when you attended it (them). Preferably list your specialisation and any relevant electives.

### Work experience

State the positions you have worked in. List job title, company name and year(s) of your employment. Provide examples of tasks and responsibilities – and, if relevant, any results you achieved. What you write should, to the extent possible, demonstrate to the company how they can benefit from what you have learnt.

### Courses

State the courses you have passed. List the name(s) of the course provider(s) and the year(s) when you passed the course(s).

### Any other experience

If you have acquired any other experiences that might be relevant you can add an additional paragraph – for example using the heading 'International experience', 'Volunteer experience' etc.

### Language skills

State which languages you master or are familiar with, write for example whether you speak and write the language at a basic level or are fluent.

### IT skills

State which computer programs you master, and state also for example whether you are a superuser or a basic level user.

### Spare time

Write a little about what you do in your spare time – this is part of who you are as a person.

### References

This is where you can list specific references or just state that you can provide the company with references upon request. As an alternative, you can list your references, if any, in connection with the description of the specific job under 'Work experience'. Remember to inform your references that you have listed them in your CV.



# SAMPLE / Chronological CV

# CV

NAME: APPLICANT SMITH  
ADDRESS: HØJEN 3 C, 8000 AARHUS C, DENMARK  
PHONE: +45 7228 00XX  
E-MAIL: XX@EMAIL.DK  
LinkedIn: Link

PHOTO

## SUMMARY

*Write 5-10 lines about what you can offer the company.  
Describe who you are and what you can => targeted to the company!*

## EDUCATION

2017 - 2021                      PBa in Financial Management, Business Academy Aarhus  
2014 - 2017                      Degree, Educational Institution, City  
2013 - 2014                      Degree, Educational Institution, City

*If in connection with the course programme you have been engaged in a particularly interesting project that might be of relevance to the company or you have achieved a particularly good result, you can provide a BRIEF description of this under the relevant degree programme.*

## WORK EXPERIENCE

2019 – to date                      Assistant nursery school teacher, Den grønne børnehavn, Ry, Denmark  
  
*I am responsible for 15 children aged 4 to 6 years and am in charge of a physical exercise programme.  
They are very happy with the way I take on responsibilities and show initiative – and also how well I communicate with both children and parents.*

2017 - 2019                      Job Title, Company Name, City  
2016 - 2017                      Job Title, Company Name, City

*List in connection with each job examples of tasks and responsibilities you have managed – preferably in the form of bullet points.*

*What you write should demonstrate to the company how they can benefit from what you have learnt in your previous jobs.*

## SAMPLE / Chronological CV (cont.)

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APPLICANT SMITH | HØJEN 3 C, 8000 AARHUS C, DENMARK | PHONE +45 7228 00XX | E-MAIL XX@EMAIL.DK

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### LANGUAGES

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Danish:	Mother tongue, fluent in written and spoken language
English:	Almost fluent in written and spoken language
Russian:	Can speak the language.

### IT

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Excel, Outlook, Word:	Highly skilled user
PowerPoint:	Standard user
InDesign:	Superuser

### SPARE TIME

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*Write a little about what you do in your spare time or something you take a special interest in. This is part of who you are as a person.*

### REFERENCES

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*This is where you can list specific references or just state that you can provide the company with references upon request. As an alternative, you can list your references, if any, in connection with the description of the specific job under 'Work experience'. Remember to inform your references that you have listed them in your CV.*

# Curriculum Vitae 1 of 2

## Personal data

Name: Peter XXXX  
Address: Vej X, 1000 Rødby, Denmark  
Phone: +45 7228 00XX  
E-mail: xx@test.dk  
LinkedIn: Link

PHOTO

## Summary

Using 5-10 lines write a selling and precisely worded summary of your most important professional qualifications in relation to the specific job you are applying for. You can go into more detail with each of your qualifications in the list of qualifications below.

## List of qualifications

### Analytical

- Specify this competence – in what way are you analytical?
- In which situations are you analytical from experience?
- Responsibilities and results.

### Financial management

- The course programme and my job as a .... have given extensive experience with how to set up operating budgets.
- I am used to analyse financial ratios in connection with xxx.
- And I have been responsible for cash accounting as the daily manager of xxx.

### Marketing

- As an intern with xxx I learnt how to carry out market analyses and customer segmentation. They were especially pleased with my thoroughness and ability to get an overview.

### Good customer service

- As a shop assistant with xxx for several years I have acquired many tools that can assist in creating a good dialogue with the customer. I am well aware of the importance of good service and always do my utmost to ensure the customer a good experience.

# Curriculum Vitae 2 of 2

## Education

PBa in Financial Management, Business Academy Aarhus	2017 - 2021
Degree Programme, Educational Institution, City	2014- 2017
Degree Programme, Educational Institution, City	2013 - 2014

## Work experience

Shop assistant, Company Name, City	2019 -
Clerk, Company Name, City	2017 - 2019
Job Title, Company Name, City	2016 - 2017

## Other types of experience

School council president at xx upper secondary school	2015 - 2017
Voluntary football coach for 5- to 8-year olds in xxx club	2018 - 2020

## Languages

xxx

## IT

xxx

# The job interview

## The job interview - tips and tricks

### Before the interview

- Practice making a brief presentation of yourself – not more than a couple of minutes
- Find out more about the company
- Think about what you want specifically to emphasise about yourself and your qualifications for this job
- Think about how you will answer typical questions about such aspects as motivation, qualifications and personality
- Think about what questions you will ask about the company and the job – write them down
- Think about what to wear – wear clothes that make you feel at ease while at the same time matching the company/job.

### During the interview

- Be on time
- Bring your application letter, your CV, other enclosures you find relevant, the job ad and the questions you want to ask
- Be yourself – at your very best
- Show initiative and express your interest
- Ask relevant questions as the interview progresses (but take care not to ask too many) – create a balanced dialogue
- Demonstrate that you know your priorities by focusing on what is most important when answering questions
- Focus on what you can offer the company – not the other way round
- Concentrate on the person asking you a question, but make sure also to have eye contact with the others around the table so that nobody can feel overlooked
- Do not interrupt
- Before leaving the job interview it is a good idea to make them know that you are still very interested in getting the job (provided this is still the case).

# Feedback and guidance

## Join the Career Centre activities

The Career Centre at Business Academy Aarhus will act as a source of inspiration and help you determine how to implement what you have in mind for your internship and your career.

The goal is to provide you with the inspiration and tools you need to apply for an internship or your first postgraduate job.

The Career Centre offers various activities, such as:

- Individual feedback on your application and CV
- Job interview training
- Career guidance
- International Company Day
- Career Day for graduates

### Contact

Please contact the Career Centre by e-mail [career@baaa.dk](mailto:career@baaa.dk)

## Find more inspiration

Below we have listed some links to sites where you can find more inspiration, knowledge and tools, that might be useful, when you are looking for an internship or your first postgraduate job.

[WorkinDenmark](#)

[Ballisager](#)

[Jobsogningsguide](#)

[LinkedIn tips](#)