

Summer Internships and Work Experience

The internships and work experience opportunities advertised are usually offered by major graduate recruiters particularly in the business, finance, retail, law, engineering and IT sectors. Closing dates are generally around January/March but can be earlier. If the career area you want to work in doesn't offer an established summer internship scheme and/or work experience opportunity or you are keen to work for a local Small Medium Enterprise (SME), then read the section 'Make your own Internship'.

You can also find further information on internships or work experience on our [website](#). If you are a looking for work experience in a specific job sector you can find information on this under the [getting into your chosen career](#) section of our website.

General advice

- www.prospects.ac.uk/work_experience.htm - A good starting point to find out about all the different types of work experience including internships, vacation work, work shadowing and volunteering. There is advice on what's involved, what you will gain and how to find opportunities.
- www.allaboutcareers.com/careers-advice/internships - Everything you need to know about internships including essential advice on 'know your rights' and the national minimum wage.
- <http://targetjobs.co.uk/internships> - For detailed information and advice on internships, placements and work experience, view Targetjobs' most recent 'Internships' electronic magazine (located on the bottom right hand-side of the webpage).
- <http://targetjobs.co.uk/targetjobs-inside-buzz> - 'Targetjobs Inside Buzz' provides an insight into what it's really like to work for top employers through the opinions of recent employees - covering topics such as culture, training, salary and benefits.

Erasmus Students

- Many Erasmus students look for short-time placements while studying in the UK. Short-time placements are available and are sometimes referred to as 'internships' or 'work experience' - but please be aware that opportunities are often limited and very competitive.
- Many opportunities usually take place during the summer months and can have long application processes.
- Erasmus students who are looking to undertake paid work will need to apply for a National Insurance (NI) number. This needs to be applied for early and advice on how to do this is available at the Careers and Employability Centre. However, if you are three months away from completing your course and returning to your home country, it is unlikely a NI number will be issued.

Internship schemes and work experience opportunities

- www.port.ac.uk/careers - Access the 'Jobs Board' to search the latest vacancies, save job searches and set up job alerts.
- www.ratemyplacement.co.uk - Advertises internship schemes and provides reviews and ratings from previous students.
- www.anyintern.co.uk - An online internship directory, providing information on internships in the UK and across all industry areas.
- www.employ-ability.org.uk/internships - A site promoting opportunities for students and graduates with disabilities and dyslexia.
- www.allaboutcareers.com/jobs/internships - Jobs board focussed on internship opportunities.
- www.studentladder.co.uk - An Information site detailing over 2500 work placements, graduate schemes & internship opportunities for 16-24 year old students.
- www.milkround.com/jobs/internships - Milkround provides information on 100's of internships and work experience opportunities across the UK and Worldwide.
- www.jobisjob.co.uk/internship/jobs - A job search engine site which details national and international internship and work experience opportunities.
- www.w4mp.org - Working for an MP provides advice and job listings, including work experience opportunities.
- www.internship-uk.com - A stand-alone company which offers a wide range of high quality internship in the South of England.
- www.brightnetwork.co.uk/intern_avenue/ - A hiring platform for students/graduates to find their ideal internship.
- www.inspiringinterns.com - A site which helps students and graduates find great internships across many sectors.
- www.workcircle.co.uk/jobs/internship - A job search engine detailing jobs from job boards, agencies and employers across the United Kingdom.
- www.ispo.co.uk - An organisation which actively seeks and promotes companies in the UK who host an international placement.
- www.studentjob.co.uk/internship - Details a range of internships across every industry.
- www.internsgopro.com - InternsGoPro provides a network of youth-led organisations; promoting UK and European internships that help students and graduates develop skills and future employment prospects.
- www.graduate-jobs.com/internships - a jobs board aimed at promoting internships and work placement opportunities to students and graduates.
- www.graduatejobsouth.co.uk/internships/internships---employer.aspx
graduatetalentpool.direct.gov.uk

These two sites are designed to help new and recent graduates gain real work experience.

Make your own Internship

If the range of advertised summer internship and work experience opportunities are not right for you it is worth considering creating your own through speculatively approaching organisations. For further information on how to approach and apply to organisations speculatively. Please view our 'speculative applications guide' on our [website](#).

When making applications, you may need to send a good CV and covering letter. You can get started by following the advice detailed in our 'CV Writing' and 'Covering Letters' guides which is available from The Careers and Employability Centre and online:

www.port.ac.uk/careersandrecruitment/careersadvice/cvsandapplications/applications/

You can also drop-in to the centre any time during our opening hours to get further advice and feedback on your draft CV, covering letter and/or applications. For more information about the full service we offer, please visit:

www.port.ac.uk/careers

Disclaimer: Every effort has been made to ensure the accuracy of the information contained in this publication at the time of printing. However, this information could be subject to change. Updated February 2018.

Accessibility: If the information in this document is required in a different format, please contact us for assistance. Careers and Employability Service, 28 Guildhall Walk, T: **02392 842684**, W: www.port.ac.uk/careers