

Broker your own

If you can't find an internship which suits you or simply want to increase your chances of finding an opportunity, you can try approaching organisations directly. Making speculative applications to organisations that interest you is perfectly acceptable and quite common – did you know that around 70% of roles in the labour market are not advertised?

We have prepared a few simple steps for you to follow to help you broker your own internship:

1. **Identify your industry of interest and draw up a list of organisations that appeal** - search on the internet for company types/themes e.g. 'publishing' in a certain city/county, look in your local newspaper under 'opportunities' to see who is recruiting in your area or go to employer networking events held in your area organised by the Chambers of Commerce or Local Enterprise Partnership, or Federation of Small Businesses. The Career Development Service can help you get started, book a [guidance appointment](#) with one of our team today.
2. **Research each organisation** - get a feel for the kind of work they do, their culture and values, and see what vacancies are available and the type of skills or attributes they're looking for to see whether you'd fit.
3. **Identify a named contact** - search for the contact details of a senior member of staff on the company website or call and ask who leads an area of work (e.g. marketing, HR). Search for them on LinkedIn too so you understand the background of a contact you'd like to speak to.
4. **Email the contact and attach a tailored CV** – introduce yourself and convey your interest in the company, and what area/role you're interested in, outline your skills and experience. Ask for a meeting/telephone call to discuss opportunities further (if appropriate). If you don't get a response after a few days, call them to follow up your email. Persevere!
5. **If invited for an interview**, please remember that we can help you preparing for it. We run interview preparation and mock interview appointments, which you can book via [MyCareers](#). Please also have a look at our [interview pages](#) for more advice and information.
6. **If you have secured an internship**, please let us know by e-mailing internships@le.ac.uk Depending on the type of an organisation and timing of your internship, we may have an additional bursary that could go towards your salary, so contact us to find out if you're eligible.

For more information contact the Careers Development Service:

Career Development Service
University of Leicester

t: +44 (0) 116 252 2002

e: careershelp@le.ac.uk

w: www.le.ac.uk/careers