

STUDENT CAREER SERVICES

FINDING AN INTERNSHIP OR JOB ABROAD

TILBURG UNIVERSITY

Understanding Society

FINDING AN INTERNSHIP OR JOB ABROAD

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INTRODUCTION

Have you ever dreamed of working or doing an internship abroad? To gain foreign experiences? At a time when the most exotic countries are only a few hours' flight away, this option is becoming more and more attractive. But how do you get a job or an internship abroad? And is it enough to translate your CV into English or do you have to make other adjustments as well?

This guide, made by Student Career Services, is meant to help you with all of these questions. We want to help you get started with finding an internship or job abroad. *However*, keep in mind that this guide covers a small piece of all information that is out there. It is important to also do your own research!

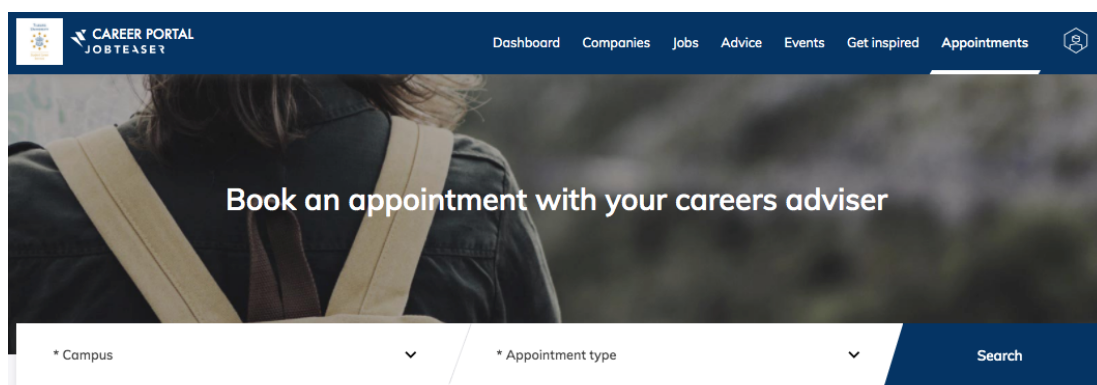


STUDENT CAREER SERVICES IS HERE TO HELP YOU FIND AN INTERNSHIP ABROAD

In case you have any questions regarding this guide please send us an email at studentcareerservices@tilburguniversity.edu

*In case you have any questions regarding an internship or job abroad, please send an email to **the Career Service Officer(s) of your school.***

*In case you are in need of some personal guidance to, for example, figure out what kind of internship you want to do or to get some help with the application for an internship or job, please book an appointment with the Career Service Officer of your study via the **Tilburg University Career Portal.***



WHY GO ABROAD?

5 REASONS TO GO ABROAD

1 It is good for your personal development

An internship or job abroad is an exciting adventure. You have to arrange a lot and be able to manage yourself in a new environment. After your stay abroad you will be stronger, wiser, and more independent. Research has even showed that people who lived abroad for a while are better at coming up with creative solutions.

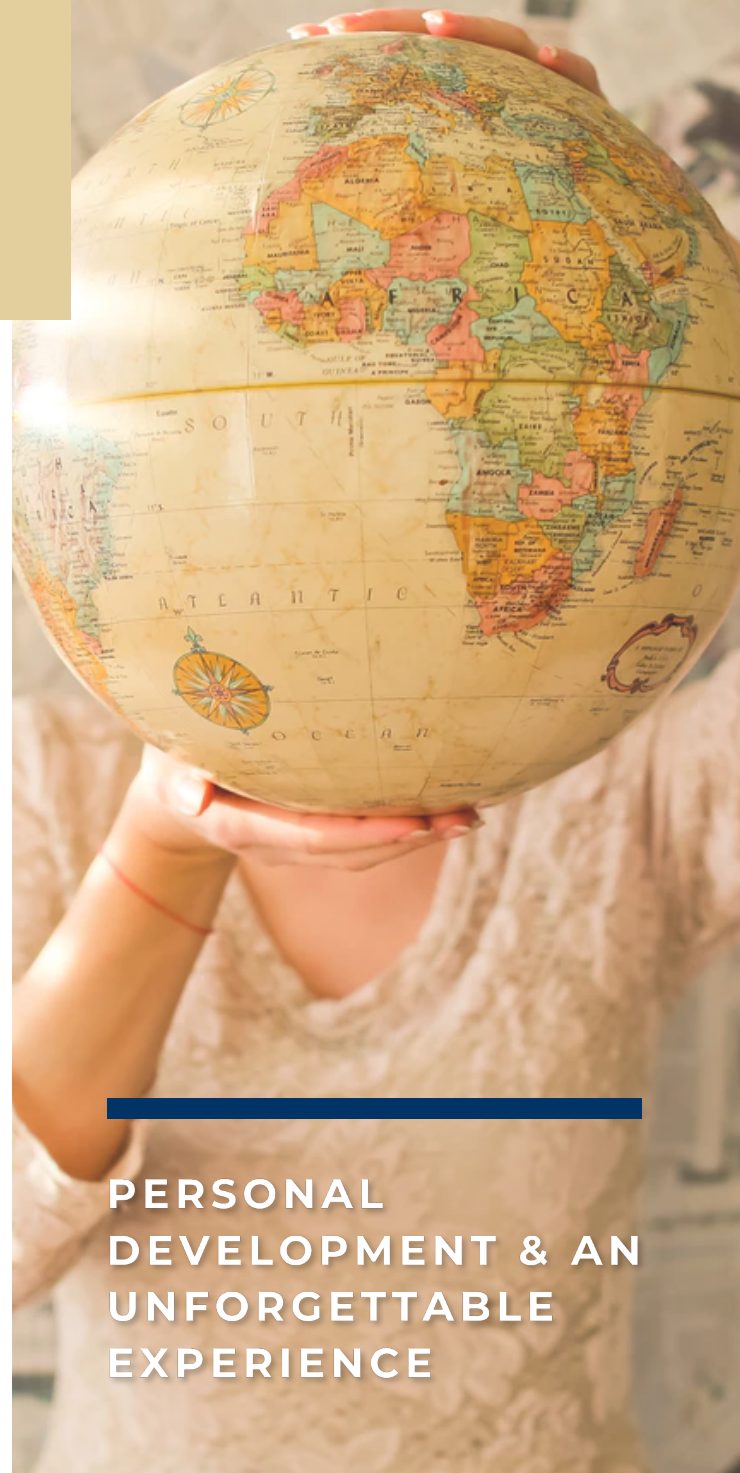
2 You will learn international skills

During your stay abroad you get to know a different world. You will not only become more aware of yourself and your own culture, but also of the culture of the country you are visiting. You will become more flexible in dealing with other people and will be more open towards others.

These skills are useful in daily life, and especially if you are going to work in an international environment or have colleagues from different backgrounds

3 It looks good on your resume

Having experience abroad on your CV sets you apart from other applicants. Students with experience abroad on their CV find a job more quickly, as it tells recruiters something about the skills you have developed. During your stay abroad, you build up a network that can be useful if you want to work in an international environment in the future.



**PERSONAL
DEVELOPMENT & AN
UNFORGETTABLE
EXPERIENCE**

WHY GO ABROAD?

4 It's a unique challenge

Going abroad offers a lot of new opportunities. For example, you can take courses that aren't offered at Tilburg University, or study at a top institution in your field. You learn to approach issues from an international context and you get a broader view of your field. It is also a unique opportunity to learn a new language and improve your current skills.

5 You will have a great experience

During your study or internship abroad you get to know many new people and a different country. Not as a temporary tourist, but as a resident of the country. Such an opportunity is less likely to arise later in life, as having a fulltime job and/or a family might make it more difficult to go abroad for a longer period of time. So this is the time to take that chance!



**PERSONAL
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WHERE TO FIND AN INTERNSHIP OR JOB?

Students often wonder how to find a suitable internship abroad. First, you can get started yourself. Second, you can use internship mediation agencies. Below we will give some advice and tips on how to do so.

1 Finding an internship or job abroad yourself

If you want to arrange a foreign internship or job yourself, start your search on time. Sometimes it takes six months to a year to find a suitable company, make contacts and make agreements.

Tips on finding an internship yourself

- **Take a look at the platform**

'**GoinGlobal**'* where you have access to more than 16 million job and internship listings around the world and where you find constantly updated, expert advice on hiring trends, work permits/ visa regulations, professional and social networking, culturally-correct resumes/CV's, interview advice, and more.

- **Acquire your own personal network via LinkedIn**: in order to do so, you will need a professional LinkedIn profile. As attachment you find a LinkedIn checklist. In addition, you can visit the [this page](#) on the Career Portal where you find more information about what a LinkedIn profile should look like and how you can start networking.
- **Attend overseas job fairs**: just google the phrases "overseas job fair" or "abroad job fair" and you'll find events that are focused on it. There you'll be able to see what companies are recruiting people to work in their foreign offices. You could even go through an interview on the spot.

START EARLY SO
YOU WON'T BE
FACED WITH ANY
SURPRISES

WHERE TO FIND AN INTERNSHIP OR JOB?

- **Send an open application:** if companies have no vacancies, you can always send an open application letter. Try to come up with your own ideas about what you can do for the company.
- **Apply at Dutch companies with offices around the globe:** rather than just applying straight through, say a UK company, in hopes of moving to London, *apply for jobs at Dutch companies that have offices around the globe.* They're looking for people willing to travel and move abroad in an array of positions too.

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WHERE TO FIND AN INTERNSHIP OR JOB?

2 Finding an internship or job abroad through jobboards and mediation agencies

Mediation agencies can help you arrange your internship abroad, but be aware that they charge a fee for their services. Many agencies offer more than just an internship. For example, they can help you translate your cover letter and provide on-site guidance. Most importantly they can help you arrange work permits and visas. Take a good look at which internship mediation agency suits your needs. Note that the presented overview of internship mediation agencies is purely a summary of agencies known to us. We do not assess the quality of their services and neither their reliability. You are responsible for that yourself. Always stay critical.

General jobboards

- [Tilburg University Career Portal](#)
- [GoinGlobal](#)
- [Linkedin](#)
- [Glassdoor](#)
- [Indeed](#)
- [Graduate Land](#)

General mediation agencies

- [Abroad-internships](#): internships
- [AIESEC](#): internships and volunteer work
- [Globalplacement.com](#): internships
- [Go Overseas](#): internships and jobs

- [Together Abroad](#)
- [iHipo](#)
- [Search Jobs Abroad](#)
- [Un.org](#): Internships at the United Nations (Search for internship)

- [Internship Provider](#): internships
- [PIC Management](#): internships
- [Stagehuis](#): internships
- [InterExchange](#): working abroad
- [iAgora](#): internships and jobs

START EARLY SO YOU WON'T BE FACED WITH ANY SURPRISES

WHERE TO FIND AN INTERNSHIP OR JOB?

Interesting sites per Country

• Australia

- [Stage-Australia \(Dutch\)](#)
- [Stage reizen Australie en Nieuw-Zeeland](#)

• China

- [Hutong School](#)
- [Internships in China](#)
- [Internships China](#)

• Czech Republic

- Internships and graduate job in the Czech Republic

• Japan

- [Eu-japan Centre](#)

• Europe

- [Europe Internship](#)
- [Go-Europe](#)
- [Stage-Euro](#)
- [Iagora](#)

• Canada

- [Gooverseas.com/internships-abroad/canada](#)

• Spain

- [Internship in Valencia](#)
- [Spain Internship](#)

• United Kingdom

- [Studentjob.co.uk](#)
- [targetjobs.co.uk](#)

• USA

- [Fullbright Center \(Dutch\)](#)
- [Stage-USA](#)

• South-Afrika

- [4 Exchange](#)
- [Unsa](#): exchange between Netherlands and South Africa
- [LetsgoAfrica](#)

• South-America

- [Internships in South-America](#)



START EARLY SO
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SURPRISES

• Asia

- [Asia Internship Program](#)

• English vacancies

- [English language vacancies and internships](#)
- [Mundostudents](#): Free platform for internships all over the world

WHERE TO FIND AN INTERNSHIP OR JOB?

Jobboards for volunteer work abroad

- [AIESEC](#)
- www.futureforyoungpeople.nl
- [JoHo](#)

General Information on internships abroad

- Stage-buitenland.startpagina
- [WilWeg Initiative of Nuffic \(Dutch website\)](#)



START EARLY SO
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FACED WITH ANY
SURPRISES

DOCUMENTS SIGNED BY THE UNIVERSITY



CONCLUDE AN
INTERNSHIP
AGREEMENT ON
FOREHAND

1 The Internship Agreement

Before you leave abroad, conclude an **internship agreement** that is preferably signed by the internship granting body and yourself. This way you will not be faced with unpleasant surprises.

When does the university sign such agreements?

- If the internship is **part of your study program**, the *Internship coordinator of Tilburg University* will sign the internship agreement as the 3rd party.
- If an internship is **not part of your study program**, and is therefore voluntary, the University will **not** sign as a 3rd party.

2 The Internship Statement

If Tilburg University cannot sign the internship agreement as mentioned above, but your company requires a formal statement, it is possible to have an internship statement drawn up by the Career Services Officer of your school. In this statement we express our support for students doing an internship besides their studies. For the format of the statement, please consult the Career Development page of your study on Canvas, or contact the Career Services Officer of your study. Fill in the statement completely and send it to the Career Service Officer of your study.

FINANCING

Including an internship in your study program in most cases causes a *study delay* which in turn causes an extra semester of paying tuition fee. Next to this, doing an internship abroad can be expensive.

Do you want to do an internship abroad? There are various possibilities to finance this:

- Scholarship programs from the EU.
- Dutch student finance.
- Subsidies and scholarships from all kinds of companies and foundations.

Read more about financing an internship abroad [here](#).



THERE ARE
MULTIPLE OPTIONS
TO FINANCE AN
INTERNSHIP ABROAD

CV CHECKLIST

In general

Maximum of two A4 pages

Make quick 'scannable' lists and use ● or ○ in your enumeration (no blocks of text).

Use 'keywords' from the job descriptions of your profession. Crucial for ATS (robot) CV selection (and LinkedIn) of two A4 pages

For professional CV formats check www.canva.com

Note: the first page is decisive; and often the first half of it is seen on a tablet, laptop and smartphone.

Personal details

Photo, same professional, business-like, portrait photo in appropriate clothing (depending on the job you're looking for), as on your LinkedIn profile. Look straight in the camera (smiling is allowed)

First name and surname and possible title (official first names are not necessary)

Street, house number, postal code and city can be typed on one line

Date of birth? Find out what works for you, with or without. With date, mention in full: November 23, 1963

Cell phone number, e-mail address with your own name (no 'fantasy name') and your public LinkedIn address

Profile

Visually describe the solution you are on the job market. Include your strengths in a couple of lines

CV CHECKLIST

Work experience

- Describe your work experience anti-chronologically, meaning your last work experience first
- Provide the employer's name in full, as the employer is now called, avoid abbreviations
- Context: briefly describe your employer, size, how many people work there, etc
- Job title: use the job title that is most common in your field (this is not always the title in your employment contract)
- Describe a gap in your CV briefly and positively, e.g. orientation on the labour market
- Work experience: the most important thing is listings, concrete, with results, % - numbers are magic!

Education

- Describe your education including the year and the current name of the institute

Skills & Competences

- Language skills, for example: English: daily usage for twelve years: fluent business English since 2008
- First name and surname and possible title (official first names are not necessary)
- Software/ IT skills, for example
- You already wrote down your competences in your profile, but you can list them additionally, if you want, under this section

Side activities/interests/sports

- Assess relevance and whether it emphasizes your 9-second CV. Adding sports is inviting!

LINKEDIN CHECKLIST

Do you have a professional photo?

- Professional clothing
- Neutral background
- Look straight into the camera (smiling is allowed)

Original cover?

- What do you want to express?

Contact information visible?

- Let recruiters know you're open to opportunities (settings, job seeking preferences)
- Mention your mobile phone number and e-mail address

Strong headline?

- Show your expertise / position
- Clear goal (e.g. available for work as...)

Clear summary / elevator pitch?

- The Summary is initially limited to the first 300 characters; Display your expertise and contact details in those first lines
- Who are you? How do you want to be seen by others?
- What makes you unique; skills, knowledge, competences?
- What motivates you? What is your passion?
- What do you look for? What kind of fields of expertise do you want to work in? What kind of topics are you interested in?
- What do you benefit? What value do you bring?
- What is your professional goal or ambition? What do you want to achieve?

LINKEDIN CHECKLIST

Is your work experience complete and accurate?

- In chronological order, last experience first
- Scanable rows - so it can be read in seconds
- Result-oriented - in numbers where possible, numbers work like magic!
- Keywords for your field of expertise

Is your education complete and accurate?

- Link to the educational institutes on LinkedIn where possible and also add the specific name of your discipline and add a description. Use keywords from your study and professional field
- Mention your mobile phone number and e-mail address

Are your skills & endorsements completed?

- The Endorsements enhance your profile, allow them and share them

Do you have recommendations or asked for them?

- Recruiters and your potential new colleagues like to read who recommended you and for what

Do you follow work related organizations/ groups?

- Join at least 2 or 3 professional groups

Add image files or a URL to Media and make your profile more attractive and profound. After all, a picture is worth a thousand words!

Now, start connecting and networking with interesting people and organization! E.g. connect with alumni and recruiters that work at interesting companies and ask if they want to connect and help you in your search for 'the job or internship'.

[linkedin.com/school/tilburg-university/people](https://www.linkedin.com/school/tilburg-university/people)

*Make sure your profile is open for recruiters, so they can also find you! A new **feature** on LinkedIn is the 'open to work' option, to let recruiters know that you are available for a job/internship.*