

Student group intern application tips

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Making your application stand out

Develop transferrable skills that employers often seek out by joining a student group as an intern. There are several student groups at Rotman Commerce with each one offering many ways for you to get involved. Dedicating two to four hours of your time each week provides you an opportunity to network with students, alumni, faculty, staff, and industry professionals who share a similar passion. You will also begin to add skills to your professional toolbox.

Internship applications are advertised in September and can be found on the Rotman Commerce Portal, under Jobs and Opportunities. A resumé and cover letter are generally required as part of your application, and successful candidates will be invited to an interview. To learn more about the different student groups, check out the [Rotman Commerce Student Life webpage](#).

Applying for an intern position

Understand the Job Posting

Student groups are learning communities and focus on a variety of interests such as areas of study, career paths, interests, communities, and experiences. Be sure to fully understand the position you're applying for by reading through the job posting and researching the student group beforehand, i.e., their vision/mission, target audience, how they achieve their goals, or events they have offered in the past.

Since intern positions are competitive, conducting research shows that you're interested and committed to the specific group you're applying to. Review their website, social media accounts and talk to past or present members of the group.

Tip

Be selective about the positions and student groups you are applying to so you can focus on applying to the groups that align closely with your interests, values, and skills rather than applying to as many as possible.

Attend orientation events

Most student groups will host a virtual orientation event in September to introduce first-year students to their team and organization. This is a great opportunity to network with group leaders and executives and increase the likelihood that you'll get an interview.

Check the calendar on the [Rotman Commerce Portal > Events \(Toggle Filter – Student Life\)](#) to see when each event is happening. Attendance is usually limited, so be sure to sign up early!

Preparing a tailored resumé and cover letter

Now that you have reviewed the job posting, understand the qualifications, and attended student group events, you can now tailor your application for the RC student group(s) of your choice. For a detailed overview on how to tailor your resumé and cover letter, check out [How to Create a Resumé That Gets Results](#) developed by Rotman Commerce Career Services.

Develop accomplishment-based statements, which will allow the interviewers to better understand your past achievements and how you make decisions. A general guideline for accomplishment-based statements involves answering these three questions:

- [What did you do?](#) e.g., I increased motivation levels among students to participate in my high school's annual art expo, which raised funds for cancer research.
- [How did you do it?](#) e.g., I did this by initiating the MVP trophy, awarded to a student who showed great attitude and effort at the expo.
- [What was the result?](#) e.g., This resulted in a 30% increase in student participation which led to an increase in funds raised through ticket sales.

Once these questions are answered, combine your responses into one or two sentences:

- Increased student participation at high school's annual Art Expo by initiating an MVP trophy, awarded to a student showing great attitude and effort at the Expo.
- This resulted in a 30% increase in student participation which led to a 30% increase in funds raised through ticket sales.

Prepare a cover letter that expresses your unique enthusiasm for applying along with the skills you bring. You can also mention that you attended their orientation event and what you really liked about it and/or who you met there. Pick the top 2-3 skills they are looking for and highlight them on your cover page supported by concrete examples.

The interview process

Professionalism in the interview

Maintain a professional composure throughout the interview with your body language, choice of wardrobe and how you communicate. Sitting up tall and folding your hands together is a good way to present yourself confidently. When picking your interview outfit, think of what would make you feel comfortable but still represent the professional presence you wish to portray.

Lastly, communicating clearly and concisely is a great way to show the hiring team that you can communicate effectively, which can translate to efficient team interactions. You can always book an appointment with a Career Educator on the Portal to practice.

Break down the interview

Student group interviews follow a general structure:

Beginning: The interview should begin with some small talk as a way of welcoming you and helping you adjust to the interview environment. Listen to them give a brief overview of the internship role. This may answer some of your questions and/or create new questions to ask during the conclusion of the interview.

Introduction: Tell the hiring managers about yourself. Try to stand out and make it relevant to the position. (Think about how you introduced yourself in your cover letter).

Question period: You'll be asked questions that will help the team better understand you as an individual, while gauging your interest and capabilities. Additionally, these questions will offer you further insights on the student group and your fit.

Conclusion: This is your time to ask any questions you have about the role or the student group. As part of your research, come up with 2 to 3 questions that aren't answered on their website that may help you further understand the opportunity and confirm your interest.

Situational questions

During your interviews you may receive situational questions that test your decision making and thought process in various scenarios related to the internship role. An example of this is, "Our group's funding has been cut by 15% this year but we still want to make our annual conference better for students. How can we improve the conference with these budget cuts?"

These questions should be answered after you pause and think about your response. Your response should be based on your general approach to the situation, while explaining the expected outcome and how your approach will add value to the group.

Recommendations

To develop transferable skills, try other leadership opportunities available at UofT:

- ULife, Hart House, Center for Community Partnership, etc.
- Off campus opportunities with not-for-profits and community organizations
- Sport teams
- Campus clubs
- Hackathons