



Alex's Challenge

Alex is a second-year university student studying on a Level 5 programme.

Alex has found a paid summer internship with a national organisation. The internship is highly competitive and the employer is looking for students who can demonstrate evidence of their skills, not simply list them.

Alex has completed two years at university but is not sure how to explain this experience in a professional way.

Can you help Alex prepare a stronger application?



The Job Advertisement

Project Support Intern

We are looking for students who can demonstrate:

- ✓ Excellent communication skills
- ✓ Ability to manage multiple priorities
- ✓ Critical thinking and problem-solving
- ✓ Experience working collaboratively
- ✓ Digital confidence
- ✓ Ability to work independently
- ✓ Initiative and willingness to learn
- ✓ Professionalism

Alex's University Experience

During the last two years Alex has:

- Led part of a group research project.
- Presented findings to lecturers and classmates.
- Analysed academic literature to solve complex problems.
- Managed five module deadlines while working part-time.
- Used Microsoft Teams, Excel, Moodle and online research databases.
- Volunteered as a Student Ambassador at Open Days.
- Received positive feedback for independent research and professional communication.
- Helped organise a student society event.

Task 1 – Evidence Matching

Alex thinks only paid work counts as experience.

Prove him wrong.

Complete the table.

Employer Requirement	Best Evidence from Alex's Experience	Why is it good evidence?
Communication		
Teamwork		
Time management		
Problem solving		
Digital skills		
Initiative		
Professionalism		

Challenge: Some experiences could demonstrate more than one skill. Which are the strongest examples?

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Task 2 – Improve Alex's Application

Alex has completed part of the application form...

Unfortunately, his answers are weak. As graduate recruiters, improve his responses.

Example 1

Employer asks

Describe your leadership experience.

Alex writes

I helped with a group project.

Rewrite this answer using evidence.

Example 2

Employer asks

Tell us about a time you managed competing priorities.

Alex writes

University is quite busy so I had lots to do.

Rewrite this professionally.

Example 3

Employer asks

Describe your problem-solving skills.

Alex writes

I usually work things out.

Turn this into convincing evidence.

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