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CAREER RESOURCES

Internship Application Guide

A career planning resource from MedOrbits. Tailor guidance to your experience and confirm role-specific requirements with employers.

MEDORBITS RESOURCE

Keep this guide with your planning notes.

support@medorbits.in

+91 62058 89064 | +91 76449 87052

WhatsApp: wa.me/916205889064 | wa.me/917644987052

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INTERNSHIP APPLICATION GUIDE

Find suitable opportunities and apply with purpose

Practical guidance • Clear steps • Honest representation

A planning guide for students and early-career candidates exploring internships. Eligibility, compensation, duration and selection processes differ by opportunity.

1. Define your learning goals

- Identify skills, industries and work experiences you want to explore.
- Check whether the internship fits your study schedule and any institutional requirements.
- Distinguish paid, unpaid, credit-bearing and other arrangements; verify terms and applicable law.

2. Verify the opportunity

- Use the employer's official career page or a reputable platform and verify the recruiter.
- Review responsibilities, eligibility, location, duration, compensation and supervision.
- Be cautious of unexplained fees, vague duties or requests for sensitive data too early.

3. Prepare the application

- Tailor your resume to relevant coursework, projects, volunteering and skills.
- Write a short, specific cover letter if requested.
- Follow the stated format and submit only the documents required.

4. Prepare for selection

- Review the organization and the internship description.
- Prepare examples that show learning, initiative, collaboration and problem solving.
- Practise explaining your project contribution accurately.

5. Review the offer

- Confirm supervisor, responsibilities, hours, duration, compensation and learning goals in writing.
- Check confidentiality, intellectual property and any university approval requirements.
- Keep a copy of the offer and relevant correspondence.

Key takeaways

- Prioritize learning value and clear supervision.
- Verify terms before accepting.
- Never invent experience or pay to secure an unverified opportunity.

Important: This is general career-development information, not a guarantee of employment or a substitute for employer-specific instructions or qualified legal advice. Verify role-specific and location-specific requirements independently.

MedOrbits • Career resource. Review the employer's instructions and adapt this material to your circumstances.