Looking for an internship: Humanities Career Service’s practical guideline

12 – 6 months in advance: visit internship information session (see agenda Career Service), read internship manual

Make top ten organisations

Approach first choice by telephone or e-mail. If by e-mail, optionally have the e-mail checked by the internship coordinator

Is this your first letter?

Send to organisation

Invited for an interview?

Successful?

Congratulations you found an internship! What to do next?
See next page of the manual

Send the letter and cv to Student Career Services (loopbaanservice@hum.leidenuniv.nl) for quality check