

Applying for a TAS Summer Academy Internship

Resume and Cover Letter Workshop

Tuesday, Feb. 8 and Wednesday, Feb. 9, 2022

Questions about this presentation?

Email Ms. Connie Ma (mac@tas.edu.tw) from the Alumni Office

Why do you want an internship?

Figure out what you're interested in

Get professional experience so you're more prepared and competitive for other jobs in high school and college

Learn professional norms and etiquette

Find references and recommenders

The internship is for YOU.



How is an internship **different from** attending school?

You are representing yourself and TAS. Your attitude is important.

You are learning, but you are not being tested on knowledge.

There is no failing an internship. The opportunity is what you make of it.

You leave work at work.



How is an internship **similar to** attending school?

Keep it professional all the time.

Be punctual, be present, be ready.

Two-way communication between you and your supervisor.

You are here to learn from everyone around you.



Why a resume and cover letter?

They are a quick, succinct way to help your potential employer see the fit between you and the position.

They don't know who you are and what you want to do. Even if they had your transcript, your grades wouldn't tell them how well you'll do in this position.

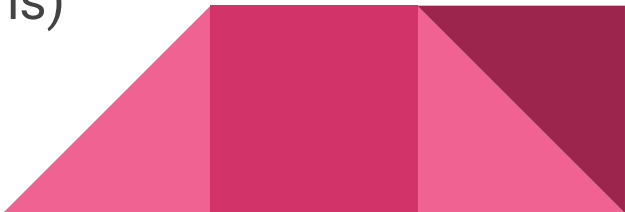
You need to describe your experiences, skills, interests in a professional way that helps them understand who you are.



Personalize Your Materials

All your resumes and cover letters should be personalized for a certain role. Ideally, you should not submit the same materials to multiple jobs.

Learn to read a job description first before you think about your materials.
Focus on these things in a job description:


- Responsibilities
 - Skills
 - General fit (attitude, interests, other qualifications)
- 

Job Title: F&B Office Intern	Dept.: F&B Office (Promotion)
Reports Directly to: F&B Promotion Manager	Openings: 1 Pax
Job Summary/Purpose:	
<ul style="list-style-type: none"> • Support F&B Secretary to complete administration work and document distribution. • Assist with Food & Beverage market research; initiate ideas for festival seasons, analysis promotion P&L as well as collect ideas from each outlet. • Other assignment from F&B Promotion Manager 	

ITEM	ESSENTIAL
Personality	➤ Outgoing, Fast Learner, Creativity, Team worker
Technical Qualifications	➤ Microsoft Office (Word, PowerPoint, Excel)
Special Skills	➤ Market research, Social media user
Outside interests	➤ Gourmet lover, traveling lover
Experience	➤ Unique dining experience, traveling experience
Internship duration	➤ 4 – 8 weeks
Special Requirements	➤ Fluency in Mandarin is a plus

What is a resume?

Template: <https://bit.ly/tasresume2022>

- Goal: What you are looking for and why
 - Education
 - Relevant Experiences
 - Languages, skills, hobbies, interests
 - One-page ONLY
 - Include in introduction emails and job applications
 - Customize your resume for every different position you apply to
 - Keep all experiences and details in your LinkedIn profile
- 

Experience Examples



Co-Secretary General, Junior O-MUN

MUN Impact

Jun - Jun - 1 yr 1 mo

Taipei City, Taiwan

- Reached out to international MUN directors and students to increase debate participation
- Co-directed monthly Zoom debates often with 50+ participants and 12+ team members
- Co-created and co-managed debate calendar, debate topics
- Co-designed and co-hosted two workshops at the 2020 MUN Impact Summit on digital activism and gender equality within public speaking



Revenue Management Intern

Grand Hyatt Taipei · Internship

Dec - Sep - 10 mos

Taipei City, Taiwan

- Programmed Excel macros in Visual Basics for Application to automate and organize reports for revenue forecast and analysis
- Participated in department meetings and handover training sessions
- Learned and operated hotel management systems first hand



Research Fellow, Institute of Earth Sciences

Academia Sinica, Taiwan

Jun - May - 1 yr

Taipei City, Taiwan

- Analyzed seismic data from March 11th, 2011, Japanese Tohoku earthquake to derive seismic strains, rotations, and stress from a small aperture array under Dr. Wu-Cheng Chi

Experience Examples



Teacher Assistant

Taipei American School

Aug - Jun · 11 mos

Taipei City, Taiwan

- TA for a year-long theatre arts course offered by Taipei American School
- Led the students in warm ups before class
- Helped students develop and finesse their acting skills and become more confident in both themselves and their acting abilities



Volunteer Teacher

Huatung English Camp

Jul - Aug · 1 yr 2 mos

Education

Huatung English Camp is a collaboration between Heart to Heart International Service Group and The Alliance Cultural Foundation. The aim of the camp is to teach children from underprivileged communities in remote areas of Taiwan different educational disciplines through English. The camp aims to inspire and encourage students to learn English.

I taught social studies and art in English to children from underprivileged communities in southern Taiwan. Held leadership positions within the camp. Contributed to the planning and organization of the curriculum and other educational activities.

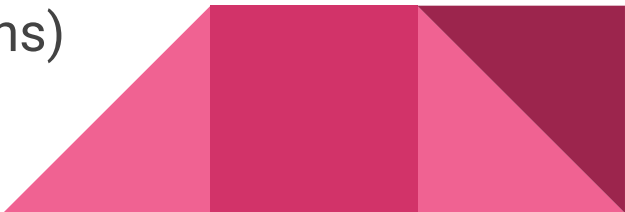
Workshop Your Resume

Template: <https://bit.ly/tasresume2022>

Write two leadership experience bullet points (5 min)

Workshop them with another classmate and give feedback to each other (10 min)

Experiences should speak to these things from the job description:

- Responsibilities
 - Skills
 - General fit (attitude, interests, other qualifications)
- 

What SHOULD NOT go on a resume?

Strong Maybes

- GPA or test scores
- Names of courses, # of APs you took
- Irrelevant personal hobbies

Definite Nos

- Political/ religious affiliation
- Inappropriate email address
- Negative things about your past jobs



5 MINUTES

Stand up

Drink some water

Go to the bathroom

Stretch

TIME FOR A STRETCH BREAK

What is a Cover Letter?

One-page in-depth explanation of why you are a good fit for a job, linking your background to your goals and referring to their job description

Use mainly for job applications

Sometimes a cover email



Cover Letter Template

Template: <https://bit.ly/tascoverletter2022>

Use a five paragraph format:

- 1st paragraph outlines your 2-3 strongest reasons for why you are a good fit for this position
- 2nd, 3rd, (and 4th) paragraphs expound on each reason you bring up, illustrated by a story that you tell through STAR
- 5th paragraph reiterates that you're a good fit and expresses your interest in an interview/ next steps

STAR Technique



(Prepare)

Listen to the question and think of an event.



Result

Close with the result of your efforts.



Situation

Describe the event or situation that you were in.



Task

Explain the task you had to complete.



Action

Describe the specific actions you took to complete the task.



STAR Your Cover Letter

- First, look closely at the job description
- Note everything they are looking for and underline or bold them
- Match them somehow to your experiences and interests and come up with 2-3 good points to make
- Illustrate those points with a story using STAR

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Cover Letter for Target: Lead Paragraph

Hello Sir or Madam,

My name is Jane Doe, and I have a strong interest in the position of Food and Beverage Office Intern at the Regent Taipei. I am an excellent fit for this position, as I have **prior experience with food and beverage market research**, **familiarity with social media**, and **an enthusiasm for travel and dining**. My main goal in pursuing this internship experience is to learn more about the hospitality industry, as I am considering majoring in hospitality management in college.

STAR Your Cover Letter

- Situation, Task, Action, Result
- What was the event or situation you were in?
- What was the task you had to complete?
- What actions did you take to complete the task?
- What was the result of your actions?

Cover Letter for Target: 2nd Paragraph

I have experience in food and beverage market research. At my high school, I am a part of the World Vision Club which fundraises for the non-profit through food sales. I surveyed 30 student leaders, teachers, and administrators to find out what they wanted to buy from on-campus food sales. Then I identified the most desired restaurants and cafes, and arranged for food sales from them, and even created social media posts to publicize our sales. As a result, we raised over 5000 NT for World Vision this past year.

Workshop Your Cover Letter

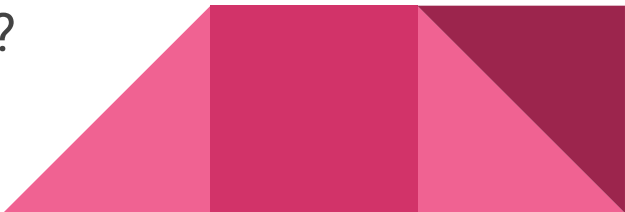
Template:

<https://bit.ly/tascoverletter2022>

Write one paragraph using STAR (5 min)

Workshop your paragraph with a different classmate and give feedback to each other (10 min)

Situation, Task, Action, Result

- What was the event or situation you were in?
 - What was the task you had to complete?
 - What actions did you take to complete the task?
 - What was the result of your actions?
- 

Finalizing Your Resume and Cover Letter

- Have other friends and adults read it over
- Don't use hard-to-read or fancy fonts. Stick to just ONE font that is easy to read, simple, and standard
- Keep your resume and cover letter to ONE PAGE each.

Templates (create a copy of your own):

<https://bit.ly/tasresume2022>

<https://bit.ly/tascoverletter2022>

Next Week (optional): Tuesday, February 15, 3:45 - 4:45 PM

Interview – An in-person or phone/ video call (ranging from 15 minutes - 1 hour) where employers want to know why you are a good fit for a job; for you, it is a chance to ask questions and get details to know if it's the right choice for you

Elevator Pitch – How you start off an interview - you briefly introduce yourself and say why you're a good fit for an opportunity; it should be customized to that opportunity