

## Student Manual - RSM Career Services job board

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### STUDENT JOB BOARD

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**Keyword**

**Type**

Internship  
 Job  
 Side job

**Sustainable**

Both  
 Yes  
 No

**Organisation**

Filter by organisation

**Country**

Argentina  
 Belgium  
 China  
 France  
 Germany  
 Indonesia  
 Ireland  
 Luxembourg  
 Netherlands  
 Poland  
 South Africa  
 United Arab Emirates  
 United Kingdom  
 United Kingdom

**Talent Acquisition**  
Tom Tom Amsterdam, Netherlands  
Internship, Start date: 03-06-2013

**Einstiegsprogramm in Regional Management**  
Deutsche Bank AG Frankfurt am Main, Germany  
Job, Start date: 17-06-2013

**Afdeling Payments, Cash & Cards ondersteunen**  
ABN AMRO Amsterdam, Netherlands  
Internship, Start date: 17-06-2013

**Assistance of the improvement Change Management Processes**  
Tom Tom Amsterdam, Netherlands  
Internship, Start date: 01-09-2013

**Internal Communications**  
Tom Tom Amsterdam, Netherlands  
Internship, Start date: 03-06-2013

**Event Finance, optimal capital structuring**  
ING Groep - Event Finance Amsterdam, Netherlands  
Internship, Start date: 01-09-2013

**Einstiegsprogramm in Group Strategy**  
Deutsche Bank AG Frankfurt am Main, Germany  
Internship, Start date: 17-06-2013

**Traineeprogramma in Global Transaction Banking**  
Deutsche Bank AG Frankfurt am Main, Germany  
Internship, Start date: 17-06-2013

**Traineeprogramma in Human Resources**  
Deutsche Bank AG Frankfurt am Main, Germany  
Internship, Start date: 17-06-2013

**Traineeprogramma in Human Resources Traineeprogramma in Private & Business Clients PBC Advisory Program**  
Deutsche Bank AG Frankfurt am Main, Germany  
Internship, Start date: 17-06-2013

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Welcome to the RSM Career Services job board. Read this Student Manual to make your search for the ideal internship or (side) job even more streamlined. The Student Manual will show you not only how to apply in a step-by-step way, but will also provide you with tips and tricks to empower your search for an internship.

For information or help please contact [careerservices@rsm.nl](mailto:careerservices@rsm.nl) or +31 (0)10 408 2010

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## Finding an Internship or (side) job

> **Keyword**

∨ **Type**

∨ **Sustainable**

> **Organisation**

Filter by organisation

∨ **Country**

**Start date between**

>

>

> **Duration in months**

Indefinite

∨ **Hours per week**

∨ **Language**

∨ **Applicant Profile**

> **Master programmes**

- Accounting & Control
- Business Information Management
- Chinese Economy & Business
- Entrepreneurship & New Business Venturing
- Finance & Investments
- General Management
- Global Business & Stakeholder Management
- Human Resource Management
- International Management / CEMS
- Management of Innovation
- Marketing Management

Looking through all internships and (side) jobs offered via Career Services will be time consuming. That is why we have created all kinds of search criteria for you to help find your internship faster. Select several criteria to narrow down your selection. Your results are shown in chronological order, showing the newest offers on top.

### Search criteria

Use Keywords to search in the internship title, job description, requirements and company description. These keywords can be a specific qualification companies might require, a certain function you would like to carry out or an area of expertise.

Select countries, languages, relevant master programmes etc. to suit your interests and qualifications. You can always check multiple boxes to get more or different results. Countries and languages are only displayed in the search index if there are positions with that particular criterium listed.

Give a range for duration and start date to help fit the internship in your planning. Keep in mind that a start date for example can be arbitrary therefore it is best to use a range.

Always try a few different configurations when you are searching, slight changes in the query might yield some suprising results and you don't want to miss out on that great opportunity!

If you don't care for (some) criteria, leave them unchecked or empty to return the widest possible search result. To clear your current selection, simply click the 'clear selection' button and start over.

CLEAR SELECTION

When you have selected a lot of criteria and only a few results are found, keep in mind they are displayed at the top of the page.

Results found. Scroll up.

## Requirements

Companies often appear to have strict requirements and conditions with regards to an internship offer. Experience however has learned us this is not necessarily true. As forms require companies to be specific on all sorts of matters, skill sets are defined accordingly and start dates are set. Companies in real life are more flexible than what you can see in the offers online.

Recruiters and managers often are open to discuss starting date and internship duration to suit your preferences. With regards to the job description and its requirements, it is often not possible to negotiate. You should however take a careful look at the list of requirements; some qualifications can be mundane while others are more specific. Try to work out which skills are the most necessary. Some skills might be a bonus when you apply, but if you are not an expert at them, you might still have a good chance of getting an interview. So keep in mind that a list of requirements doesn't always mean you have to be a professional in all of them.

***Tip: keep in mind that you need to adequate fluency for wording your wishes and expectations. Letters should be double-checked and interviews should be prepared and practised extensively!***

***Tip: don't forget they want an intern as much as you want an internship.***

## Your skills

When looking for an internship that suits your interests and your skill levels, it is important to know what your interests are and what skills you have. Sometimes it is hard to put on paper what you like or what you are capable of. Find out what you are looking for by joining in in-house days and career events; take a look at our workshops and events calendar.

If you are uncertain about requirements or what your particular skills are, think of group projects you have done, talk to colleagues, friends and family or try some online tests.

***Tip: check out these websites: [SHL](#), [Jobtestprep](#).***

## How to apply?

Finding your future internship or job is a challenging undertaking, applying for it is the easy part at RSM Career Services. When you have found an internship or job you want to apply to, simply follow these two steps.

### Applying in two simple steps

#### 1. Create/Update your Curriculum Vitae and write a motivation letter

Applying to an internship or job starts with a good CV and motivation letter.

Recruiters use your Curriculum Vitae as a first selection tool; therefore it is best to modify your CV for every application. Think about your side jobs and/or extra-curricular activities, which show you are qualified. Keep it parsimonious.

If your CV is selected, your motivation letter is the second thing recruiters take a look at. Put simply, it should get you invited for an interview. This however is not as easy as it looks. Your letter should stand out as well as explain to the reader why you are interested in the company, motivated for the job and why you are qualified (using your CV as a framework).

**Tip:** For extra tips/tricks on your CV and writing a motivation letter, take a look at our [CAREER ADVICE](#) or come to one of our workshops or consultation hour ([link](#)). Or take a look at [Wetfeet](#), RSM students can sign up for free!

#### 2. Click the APPLY NOW button

You can find the 'apply now' button at the bottom of the page with the internship or (side) job description. Make sure it is the right vacancy you have selected, as submitted applications are forwarded directly to the regarding company!

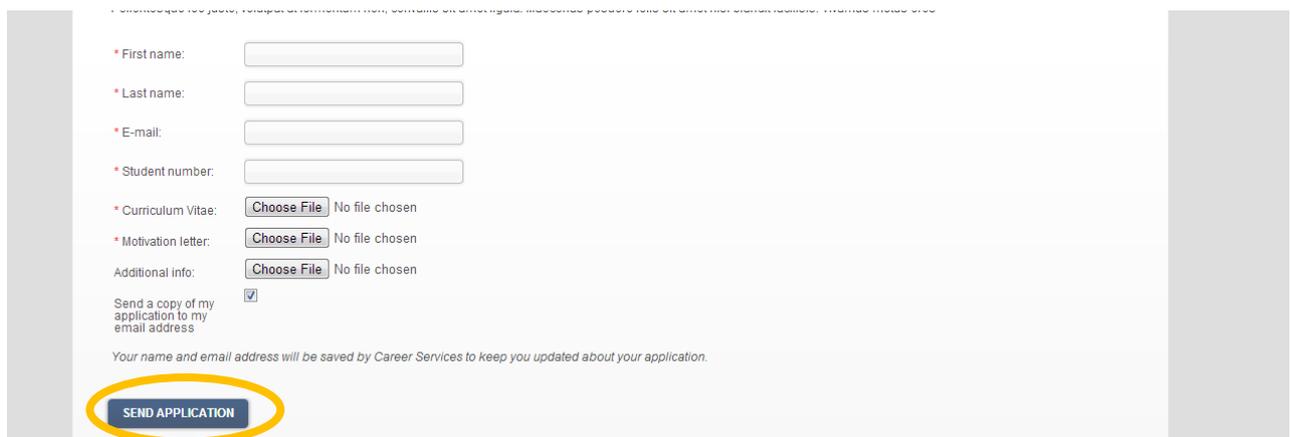
The screenshot shows a job application interface. On the left, there are filter options: location (Andorra, Antigua and Barbuda, Netherlands), start date between (two input fields), duration in months (Indefinite), and hours per week. The main content area is titled 'COMPANY DESCRIPTION' and contains a description box with the following details: Industry: Accommodation / Food service activities (incl. catering / hotel / restaurant), Organisation size: 1001 - 10.000, and Company website: <http://google.com>. A yellow circle highlights the 'APPLY NOW' button. On the right side, there is a 'BACK TO TOP' button with an upward arrow icon.

# ROTTERDAM SCHOOL OF MANAGEMENT ERASMUS UNIVERSITY

Once you have clicked the 'apply now' button, you are automatically redirected to the application form. Here you will be asked to provide some personal details and upload your fresh CV and motivation letter. If a company requires extra documents such as high-school grades or recommendations, these can be uploaded using the Additional info category. All documents must be provided in the correct file formats (.pdf, .doc, .docx, .rtf or .txt) and can be 1 MB in size.

For your own administration have a copy of the application sent to your own email address, this way you can prevent applying twice for the same internship and easily keep track of all your applications. Don't forget to use a personal email address if you are graduated or graduating in the next half year, as the student address is canceled shortly after graduation.

When everything is filled out correctly, agree to our Terms & Conditions and click 'send application'.



The screenshot shows a web form with the following fields and options:

- \* First name:
- \* Last name:
- \* E-mail:
- \* Student number:
- \* Curriculum Vitae:  No file chosen
- \* Motivation letter:  No file chosen
- Additional info:  No file chosen
- Send a copy of my application to my email address:

Your name and email address will be saved by Career Services to keep you updated about your application.

**SEND APPLICATION** (circled in yellow)

## Application process with companies

Now your application is forwarded to the company, the ball is in their court. Companies are asked to contact applicants personally to invite them for an interview or inform them of any decision made on the application. As companies sometimes get a lot of applications, please be patient. It might take about two weeks before you get a reaction. Career Services does not take part in the recruitment process and can therefore not provide you with information regarding your application. We are however on your side in this process and frequently ask companies to keep students updated as soon as possible.

## Types of internships

Students can do an internship for varying reasons. At RSM we support all internships, as they provide you with experience that is not found in books. An internship can also be mandatory, as with CEMS, the 2-year Masters-degree, or an internship might be eligible for Bachelor students in their 3<sup>rd</sup>-year Minor. The most common possibilities are listed and discussed below.

### Bachelor internship

3<sup>rd</sup>-year Bachelor students BA & IBA can use their Minor to do an internship. This internship will be accredited with 15 ECTS (study credits) and will serve as your Minor in the 1<sup>st</sup> trimester of your 3<sup>rd</sup> year, possibly in combination with the preceding summer. The internship should be at least 10 weeks or 420 working hours, research-driven and supervised by an academic and a company coach. For a full manual on the Bachelor internship please see the [Bachelor Internship Manual](#).

### MScIM / CEMS internship

MScIM/CEMS students are required to do an internship abroad of at least 10 weeks. Because the internship is designed to be an intercultural experience, it must be international. The internship can be during or after the master. No study credits are earned but the internship is a compulsory component in the programme. Information on the MScIM/CEMS internship can be found [here](#).

### Master thesis research internship

It is also possible to combine your master thesis with an internship. This internship should be research-driven with a question from an academic perspective, using theoretical concepts to make recommendations and carrying out practical tests. When combining your master thesis with an internship, you are required to have an academic as well as a company coach that support your thesis. Career Services can advise you on this, but finding a good master thesis internship can be time consuming, take this into account when planning ahead.

### Voluntary internship

Any other form of internship is stimulated by RSM, they can range from a research internship to a working internship abroad, for only a few weeks, or even a full year. Any internship the company agrees on and helps you gain experience and improve your CV. An academic coach or registration with Career Services is not required however, no credits can be awarded.

For help on finding the right internship or other questions, for example regarding visa and work-permits, please have a look around our [website](#) and [FAQ](#).

[careerservices@rsm.nl](mailto:careerservices@rsm.nl) or +31 (0)10 408 2010