

# Application Process for the CBE Internship Program

## Application process

1. Check that you meet all eligibility requirements for the CBE Internship Program on the [CBE Internship Program website](#).

2. Register on [ANU CareerHub](#).

Applications for the CBE Internship Program must be submitted through the ANU CareerHub system. All internship projects and pre-requisite workshops will also be listed on this system.

To register go to [ANU CareerHub](#) and register using your university ID and password.

*Please note:* If you have problems registering or logging in to ANU CareerHub please contact ANU Careers on [careers@anu.edu.au](mailto:careers@anu.edu.au) or call 02 6125 3593.

3. Attend the CBE Careers | Resume/CV Workshop AND CBE Careers | Interview Skills Workshop.

*Please note:* If you have cannot attend the workshops due to being on exchange, please email the CBE Internship Team on [internship.cbe@anu.edu.au](mailto:internship.cbe@anu.edu.au) and you will be required to complete an online Wattle Module and Quiz.

4. Begin the application process by logging into ANU CareerHub, clicking Dashboard (<https://careerhub.anu.edu.au/students/dashboard>) and selecting the CBE Internships Link on the Left hand column.
5. View available Internship projects on ANU CareerHub when the application round opens and decide which to apply for. Search 'CBE Internship' under the "Jobs" tab to view all available projects. Click [HERE](#) for the direct link.
6. Complete the application form:
  - a. Select up to a maximum of three (3) projects to apply per application round.
  - b. Submit an Expression of Interest for each project.

*Note:* students must submit either an expression of interest (EOI) in either a 100 word written statement or a one (1) minute video for each project depending on the application requirements specified in each job ad.

Check the job description carefully to see which EOI format/s the internship host has specified.

*Please note:* For video submission, please upload to YouTube, Vimeo, GoogleDrive, OneDrive or Dropbox and paste in the link.

Please ensure you check privacy settings and double check that the video works.

- c. Attach resume (GivenName\_Surname eg. SokHo\_Chong) in PDF format.

*Please note:* Only one resume is required.