Finding an internship

Career Management Workshop
by USI Career Service
Why an Internship?

Making the transition from student to working professional can be intimidating. The good news is that there are things you can do during your time at university to help give you a much needed head-start, first of all...an internship.

Internships provide an opportunity to apply what you've learned in the classroom and gain valuable experience while making new connections with people in the industry.

Key benefits of an internship:

- Use Classroom Knowledge
- Enhance Employability / Gain a Competitive Edge
- Expand Your Network
- Refine Your (soft & hard) Skills
- Nurture Confidence
The support of the Career Service

Who we are

Connecting the academic and the working world

The University’s Career Service aims to foster exchange and contacts with the business world, and to acquaint students with the working environment, thus ensuring a smoother and successful transition from the academic world to the workplace.

Silvia Invrea – Simona Bolis – Annelore Denti – Alissa Castelli – Stefania Corti – Sara Mafezzini (Student Assistant) – Marko Markovic (Student Assistant)
The support of the Career Service

What we do for you

- Job Bank /Career Newsletter
- Presentations, Workshops & Career Fairs with employers
- Professional Counselling & Mentoring /CV Checks
- Employers Information & Contacts
- Alumni Network /Career Stories
- Internship Support (Documents & Grants)
Job Bank/Career Newsletter

- **Job Bank**
  (Career Gate: c.a. 1000 offers)

- **Career Newsletter**
  (every Friday)
Presentations, Workshops & Career Fairs with employers

• Career Management Workshops
• Career Live Streams
• Company Presentations
• Long Night of Careers – 29 March 2023
Professional Counselling & Mentoring /CV Checks

One to one:

- Career Service CV Counselling
- CV Counselling by Industry Experts
- Professional Mentoring Program for Women
- CV & Cover Letter in English
Career Service CV Counselling

- USI CV format
- CV Guidelines Workshops
- CV review (one to one)
- CV Check in English (language check one to one)
- Online CV Book
- Career Management Workshops (Job Interview, Cover Letter, Salary Expectations)
- CV Checks by Industry Experts
- Useful links
USI CV format

1. Create your CV
You can use the USI Format available on your profile page.

2. Review your CV
You can request a personal CV check with the career service. Upload your CV and send it to: www.Careerservice.usi.ch

3. CV Language check (english)
After you have reviewed your CV, you can check the language with an USI English professor.

4. Online CV Book
Make your CV visible (on your Profile page) to companies searching for talents & collaborating with the Career service.
# CV Counselling by Industry Experts

**Employer and Counsellor**

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<tr>
<th>Date and Time</th>
<th>Room</th>
<th>Employer and Counsellor</th>
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| 10 November 8:30-10:30 | Executive Center | • Avaloq: Léa Zachars, HR Talent Acquisition Professional  
• Bloomberg Quality Assurance: Alan Giodoni, Team Leader QA Portfolio QA Team and Michele Grossi, Portfolio QA Analyst; Focus: Eco/Fin  
• Bloomberg Engineering: Roberto Costa, Engineering Team Lead and Alex Martins, Senior Engineer; Focus: Inf  
• Brightside: Alain Cases, Head of Marketing & Business Development and Gilberto Moretti, HR Manager  
• EY: Fabio Montano, Audit Manager  
• Guess: Paola Colombos, Talent Acquisition Specialist and Matteo Bottinelli, Junior Talent Acquisition  
• Migros: Claudio Paganietti, Responsabile del Personale e Recruiting |
| 24 November 8:30-10:30 | Executive Center | • Accenture: Andrea Vicari and Leonardo Landrino, Software Engineers; Focus: Informatics; (developers)  
• Bloomberg Engineering: Francesco Scaloni, Engineering Manager e Virginie Blancs, Junior Engineer Focus: Inf  
• PKB: Boccia Nikita, Staff Group Head HR; Voci di Resoressi  
• UIS: Emmanuel Chemici, Junior Talent Recruiter CH |
| 6 December 8:30-10:30 | Executive Center | • Accenture: Francesco Troccoli, Strategy & Consulting Capital Markets; Focus: Management  
• Avaloq: Léa Zachars, HR Talent Acquisition Professional  
• Bloomberg Quality Assurance: Alan Giodoni, Team Leader QA Portfolio QA Team and Marco Marzochi, QA Analyst; Focus: Eco/Fin  
• Bloomberg Engineering: Andrea Chiarini, Water Genova e Verona DAgosta, Software Engineers; Focus: Inf  
• Credit Suisse: Marco Grassi, Responsible Regionale Credit Suisse Torino e Misa Nuhr; Senior Recruiting Partner  
• Sketch: Andrea Campa, HR Specialist; Dario Delarosco, Strategist and Samuela Petri, Coach  
• Switzerland Tourism: Laura Guerriero, HR Manager (Online)  
• VJ International: Daria Rozycza, HR Manager |
Professional Mentoring for Women

In collaboration with the USI Equal Opportunities Service and the BPW (Business Professional Women) association, a professional mentoring programme has been offered since the autumn semester of 2020/2021 for female students.

The Professional Mentoring is carried out over 6 months, from January to June 2023, by a selected group of female professionals (Mentors) belonging to the BPW network who, voluntarily, offer professional counselling to 2nd year female Master's students at USI (Mentee) on the basis of an individual matching (Mentor/Mentee).

Participation requirements:
- Be female students
- Be enrolled in a USI Master's programme
- Motivation to commit to professional mentoring

Enrolment and admission:
1) Fill in the form attaching your CV and a Motivation Letter
2) Fill in the online form that will be sent by the Career Service

Important dates:
- 14 November 2022 from 16.45-17.30 in Room A21: Info Session
- 16 November 2022: Deadline for registration
CV & Cover Letter in English

English CV Check:
One to one counselling of the English CV (also grammar check) with Prof. Louise Bostock, USI English Teacher

English Cover Letter Workshops:
English Cover Letter: standing out and fitting in. Two workshops dedicated to the writing of a English Cover Letter, on:

- 23 November 2022, from 12.20 - 13.45, Room A24 (Red Building)
- 30 November 2022, from 12.20 - 13.45, Room A24 (Red Building)
Employers Information & Contacts

- Contact with over 1’300 companies worldwide
- In 2021/2022 over 30 events with companies were held on the USI Campus, 150 companies participated
- Career Services Network Switzerland: Network of 28 career services of Universities and University of applied sciences in Switzerland
Alumni Network /Career Stories

Over 11'700 USI Alumni

- 25 Alumni Chapter worldwide
- 38 Cities
- 52 Alumni Point of Contacts

Over 350 Career Stories Online

- Alumni in class
- at the degree ceremonies
- alumni digital talks

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Laura Di Giorgio
Sr Economist, The World Bank Group, Washington DC
USI Degree: Dottorato in Economia, 2013
Read the USI Career Story

Carlo Bettiol
National Account Manager, LEGO Milan
USI Degree: Master in Marketing, 2009
Read the USI Career Story

Parisa Jalili Marandi
Director Data Engineering, BlackRock, London
USI Degree: Dottorato in Informatica, 2014
Read the USI Career Story
Video Career Story
Internship support (Documents & Grants)

- Internships Documents and Permits
- Registration and Validation
- Grants
Internship Documents and Permits

Internships in Switzerland for foreign students

The student holding a B-(student) residence permit is entitled to do an internship in Switzerland by applying for an amendment to his / her permit from the Immigration Office of the Canton where he/she will carry out the internship.

• Career Service’s support letter

Internships Abroad

• Career Service’s Internship Agreement & Training Project (Convenzione di Stage)
Registration & Validation

Before Internship (Registration)

- Internship Contract
- Online Registration Form
- Approval by Academic Tutor

Internship completed (Post-Stage Validation)

- Internship Company Evaluation (end-of-internship certificate)
- Online internship report (with approval by Academic Tutor)
- Updated CV
Internship abroad SEMP Grants

- **SEMP (Swiss European Mobility Programme) Grants**
  Scholarship funded by the Swiss Confederation to promote students mobility for placement purpose in the **European Union**

- **SEMP Grants World**
  Scholarship funded by the Swiss Confederation to promote students mobility for placement purpose in the **outside Europe**

- **SEMP Grants SXS**
  Scholarship funded by the Swiss Confederation to promote students mobility for placement at ESA (European Space Agency) **in Europe**

**Green Top Mobility**: students travelling by a low-emissions means of transport (such as bus or train) will get a forfait of CHF 100 for the expenses (proof is required and funds are limited).
Ready to start?

Come and meet us!

www.usi.ch/en/career
careerservice@usi.ch