

Global Internship Application Checklist

This checklist is designed for students and early-career professionals applying for global internships (UN, World Bank, NGOs, research institutions, and international organizations). Use it before every application.

1. Before You Apply

- I understand the organization's mandate and the specific internship role
- I have checked eligibility criteria (education, graduation timeline, nationality, language)
- I know whether the internship is paid or unpaid
- I have considered funding and living costs (if unpaid or partially paid)
- I meet at least 70% of the listed requirements

2. CV / Resume Preparation

- My CV is tailored to this specific internship role
- I highlighted relevant academic projects, research, or experience
- My CV focuses on skills and impact, not just responsibilities
- There are no spelling, grammar, or formatting errors
- My CV length is appropriate (1–2 pages for internships)

3. Motivation Letter / Cover Letter

- I mentioned the exact internship title and organization
- I explained why my background fits this specific role
- I provided concrete examples of skills or experience
- My letter is clear, professional, and role-focused
- I avoided generic or overly emotional language

4. Online Application Form

- All fields are filled accurately and consistently
- Dates and details match my CV
- I reviewed my answers before submitting
- Uploaded documents are correct and readable

- ■ My contact details are accurate

5. Interview Preparation (If Shortlisted)

- ■ I researched the organization's recent work and priorities
- ■ I prepared examples of teamwork, problem-solving, and communication
- ■ I practiced answering questions clearly and concisely
- ■ I prepared thoughtful questions for the interviewer
- ■ I confirmed availability, internship duration, and work mode

6. Mindset & Follow-Up

- ■ I tracked the application submission date
- ■ I understand that silence or rejection is normal
- ■ I plan to apply to multiple relevant opportunities
- ■ I review and improve my application materials regularly
- ■ I remain consistent and professional throughout the process

Tip: Print this checklist or keep it open while applying. Completing every item does not guarantee selection—but skipping them almost guarantees rejection.