

5 TIPS TO WRITE YOUR INTERNSHIP APPLICATION

TIP 1: Tailor your resume and cover letter.

Ensure you are highlighting the relevant aspects of your resume and cover letter that match the specific requirements of the internship position and are correlated across both documents. We recommend using key words and phrases from the position description or relevant publications to support your application.

Additionally, a cover letter should be an extension of your resume, which gives the candidate the ability to dwell more into the information on their resume expanding upon it to give the reviewer/reader further understanding.

Due to the high volume of applications, we ask that you provide detailed information across your application that translates and flows for selection. Additionally, adding dates and numerical values to professional and volunteering experience is very valuable to detail the level of experience you have from the experiences.

TIP 2: Demonstrate your passion and enthusiasm for conservation and ecology.

This is a free and creative space to let your passion for ecology and conservation shine to really show us why you want to take part in our internship program. In your cover letters and selection criteria we want to get to know you – from both your background in the space to who you are as a person and how it all comes together.

For example,

Dear AWC Recruitment Team,

I'm reaching out with genuine excitement and deep interest in the 2023 Ecology and Conservation Internship Program hosted by the Australian Wildlife Conservancy (AWC). The world today faces pressing challenges tied to environmental degradation and the alarming decline of biodiversity. It's become increasingly clear that well-informed, cooperative land management within private reserves is pivotal for effective conservation. What sets AWC apart is its approach to conservation, which closely aligns with my personal values and vision for addressing these challenges.

I hold a strong belief in the necessity of authentic collaboration with traditional landowners, continuous innovation in research, the ongoing vigilance of long-term ecological monitoring, and a flexible approach to adaptive management. These are, in my view, the cornerstones of effective conservation and responsible land stewardship. It's evident that AWC excels in these areas, and I'm genuinely thrilled at the prospect of contributing my skills and unwavering passion to protect our invaluable wildlife and their habitats alongside your dedicated team.

5 TIPS TO WRITE YOUR INTERNSHIP APPLICATION

TIP 3: Read the selection criteria thoroughly and address what is being asked.

We strongly advise you to read what the selection criteria is asking from a candidate and to outline each point individually with how your background and skill set relate to each of the selection criteria being asked. One way we suggest is to either provide your response below the asked selection criteria or in a numbered list.

Flora and fauna survey experience

I have extensive and diverse experience in ecological monitoring that I have gained in academia and throughout my work experience as an early career ecologist. I have gained skills in nest and track surveys, hollow activity surveys, bird surveys, camera trapping, cage trapping, burrow trapping and pitfall trapping. For example, my experience as a field assistant at XYZ Company provided me with exceptional skills in trapping and radio-tracking mammals such as greater bilbies. My role involved assisting in the application of the transmitter to the tail, formatting frequencies on the receivers and subsequent daily tracking over a 40km² dune and swale landscape.

My passion for botany and spatial science has led to me gaining experience in a wide variety of floral survey techniques and vegetation mapping. For example, during my Honours research, I conducted over 300 community composition surveys wherein I characterised the vegetation community that was associated with my study species. Similarly, in my work as an ecological consultant I design vegetation surveys as part of endangered bird habitat assessments. This involves measuring cover, species abundance, hollow availability, and food availability.

Even if you do not have specific experience with a particular selection criterion, utilise examples from your experiences that highlights the transferable skills to show you still meet the selection criteria.

Physically capable to undertake strenuous fieldwork, possessing a high level of fitness and able to conduct fieldwork for extended hours at night.

As a bushwalking guide, I have demonstrated experience in undertaking physically strenuous activity. During the four-day walk I lead, I carry a pack of up to 25kg, traversing a mountain of 800m elevation and walking for up to 9 hours. Similarly, I have demonstrated ability to undertake fieldwork at night. While volunteering at Company XYZ, I assisted with the net-trapping of bilbies which occurred several nights in a row and often extended far beyond midnight.

TIP 4: Highlight your soft skills through your application.

While technical skills are highly valued for our internship program, soft skills such as communication, teamwork and problem-solving skills, and adaptability are key attributes we look for in any individual that we take on here at the Australian Wildlife Conservancy. Using your application to display areas where you have displayed this will be beneficial.

Throughout my academic journey and previous experiences, I have developed effective communication, teamwork, problem-solving, adaptability, and emotional intelligence. These skills were exemplified in my role at XYZ Company, where I successfully communicated project updates, collaborated in cross-functional teams, and solved complex issues.

We additionally recommend looking at our AWC values page for some more inspiration regarding this.

5 TIPS TO WRITE YOUR INTERNSHIP APPLICATION

TIP 5: Consider using formatting methods such as STAR or DIGS to format your responses to the selection criteria.

Using such methods will help you structure your responses to the selection criteria more effectively and comprehensively to give better depth and clarity to your responses.

Demonstrated capacity to live and work in remote areas (including extended periods camping in the field whilst undertaking surveys) with small groups of people.

As a wilderness guide and ecologist, I have several years of experience living and working in remote areas. This can be exemplified in my role of Team Leader with the Department of XYZ, where I was stationed in a remote coastal town in Western Australia. I led small groups of volunteers on six-day field trips to a remote bush camp to undertake turtle nest monitoring. I was responsible for food, safety (equipment and routine safety communications) and maintaining the four-wheeled drive. In addition to these responsibilities, I prioritised respectful, patient and kind communication with my team to ensure group morale was maintained, despite the harsh environment. As a result, high-quality monitoring data was collected, and volunteers reported having safe and valuable experiences.