INTERNSHIP OFFER

Ref. No. TT-2024-000024

Internship Host Information

Internship Host: ABC company
Narrow Street 13
1989 Trinidad and Tobago
Country of Trinidad and Tobago

Number of employees: 100
Business or products: Research laboratory
Website: https://www.abc.com
Location of placement: Trinidad and Tobago
Nearest airport: Madrid
Working hours per week: 40.0
Working hours per day: 8.0

Student Required

General Discipline: ENGINEERING, Other
Field of Study: Material Science
Completed years of study: 2
Student status requirements: required during whole internship
Language required: English Excellent (C1, C2) And Spanish Good (B1, B2)

Required Qualifications and Skills:

Internship Offered

Vestibulum lacinia arcu eget nulla. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Curabitur sodales ligula in libero.

Number of weeks offered: 8 - 16
Working environment: Research and development
Within the months: 01-MAY-2024 - 31-SEP-2024
Gross pay: 1000 EUR / Month
Or within: -
Deduction to be expected: -
Company closed within: -
Payment method / time for the first payment: monthly
Latest possible start date: 01-JUNE-2024

Accommodation

Canteen at work: Yes
Expected type of accommodation: Student dormitory
Estimated cost of lodging: 400 EUR / Month
Accommodation will be arranged by: Employer
Estimated cost of living incl. lodging: 1000 EUR / Month

Additional Information

Vestibulum lacinia arcu eget nulla. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Curabitur sodales ligula in libero.

Nomination Information

Deadline for nomination: 24-DEC-2023

Date: 01-DEC-2023
On behalf of receiving country: IAESTE Trinidad and Tobago
STUDENT NOMINATION

Ref. No. TT-2024-000024

Personal Information

Family name: Novak
First and/or other names: Karel
Date of birth: 12-Sep-2001
Gender: Male
Address in country of current residence:
Na koleji 3, Prague 100 00, Czech Republic
Passport expiration date: 14-Dec-2028

If you do not need passport to enter the country, you can use ID card. In the end of the document, you have to scan ID instead of passport. Passport has to be valid during the whole period of internship.

Phone no: +420 777 123 456
Alternative phone no: karel.novak@email.cz
Email: karel.novak@email.cz
Do you have medical conditions that could prevent you from undertaking a traineeship? No

Study Information

General Discipline: 14A - ENGINEERING, Other
Field of Study: 14.9999-Engineering, Other
Completed years of study: 2
Total years required: 4
University/College: University of Technology
Skills: Teamwork | Team Management | Microsoft Office | Communication | CAD
Languages: English - Excellent (C1, C2), Czech - Excellent (C1, C2)

I agree that the personal data, which has been provided to IAESTE, may be passed to IAESTE member countries (full members, associate members and cooperating institutions) and potential employers for the purpose of arranging my traineeship. Also my personal data may be provided to government authorities for the issuance of visa/work permit purpose.

I am aware that I am not allowed to contact the company of the Receiving Country before being accepted.
I understand that I am accepted for this training offer only after receipt of the IAESTE acceptance form.
I confirm that all the data I provide is correct.
I confirm to assume all of the foregoing risks, and personal responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability or expense, of any kind or nature, that I may suffer arising out of or in connection with myself becoming exposed to or infected by COVID-19 while I am doing an IAESTE internship.

Preferred period of training: 03-Jul-2024 - 27-Aug-2024
Maximum period of availability for the training: 01-Jul-2024 - 15-Sep-2024

Choose your period of training in the term given in the o-form, also count your weeks starting from Monday to Friday.

Do not forget to sign it!

Date: 20-FEB-2024
Student's signature

IAESTE TRINIDAD AND TOBAGO
Don't forget a clear cover letter header. Your details (address, phone number, email) on the top right and your employer's details on the left (use what you can from the o-form).

KAREL NOVAK

Karel Novak
Adress
+420 777 123 456
karel.novak@email.cz

Company name
Adress

Dear Name of person in charge if known OR Sir or Madam (NB. be careful to use both unless you are certain that the person is male or female)

- Paragraph 1: Introduce self, and what you study, e.g. I am a fourth year student at the University of Edinburgh, studying Mechanical Engineering Msc.
- Paragraph 2: Say why you are interested in this position, show that you have done some research into the employer's background and work; highlight things that interested you in the work offered and anything else that you would be particularly interested in working on whilst you are on placement. Show a genuine interest and enthusiasm for the position for which you are applying.
- Paragraph 3: Why are you perfect for this position? Give examples of your specific experience which prove that you are qualified to do the work offered. What relevant courses have you studied? Have you worked on any projects that are relevant? Describe any relevant work experience and link the skills gained from this to the placement you are interested in.
- Paragraph 4: If there are any other requirements or languages necessary, make sure that you mention what you can offer in relation to these things and clearly state the level you are at in each requirement. Also state your level/experience of technical English. NB. If there is a requirement on the Offer form that you cannot fulfill, tell the employer what you can offer instead or tell them what you are willing to learn in advance of the placement.
- Paragraph 5: Tell the employer how this relates to future plans for study or work and/or your interests.
- Paragraph 6: Give any other examples of experience or skills that you feel are important to mention or that also prove that you are qualified for the work offered. Describe extra-curricular activities e.g. sports or awards. Always explain what you have developed from each activity e.g. time management skills, teamwork, initiative, commitment, independence.
- Paragraph 8: Finish the letter with a paragraph saying that you are looking forward to hearing from the employer soon and would like to thank them for reading the letter.

Yours sincerely /Yours faithfully,

Note: if you started with the person's name, you should use "Yours sincerely" and if you started with "Sir or Madam", you should use "Yours faithfully".

Student's name, Student's signature and date

Signature

This is the only personalised part of your application, so, make it specific to the employer you are applying to. Remember that this is your opportunity to convince your supervisor that you are able to do the work and that you will be the best candidate - really sell yourself by highlighting your best experience/qualifications.

Always check your spelling and grammar when you finish!

Please take a look at PDF named Tips_how_to_write_a_motivational_letter, it is a uploaded in the EP.
KAREL NOVAK
Chemistry Student

WORKING EXPERIENCE

Employee info (the name of the organization, the city/country)
Dates (months and years)

Responsibilities: Describe your daily tasks and responsibilities. Include details such as devices you used.

Achievements: This should cover your added value or any quantified work such as projects completed, articles published.

Start with your most recent post and go back. Indicate your internships and the jobs you held during your studies or college. You can include volunteering in the university laboratories as well.

EDUCATION

University, City
Dates (months and years)
Master studies:
Field of Study

Bachelor studies:
Field of Study

Include topics of your theses. If you have a lot of practical seminars, describe them.
Add the same details for any relevant certifications you have obtained or for additional training opportunities you have done since you graduated from university.

LANGUAGES

List each language you speak and your level of proficiency (for example, basic, proficient, native speaker)

- CZECH
  - Native speaker

- ENGLISH
  - Intermediate

COMPUTER SKILLS

Make a list of softwares that are relevant to the internship. Anything from programming languages (Java and Python) to softwares (AutoCAD, Solid Works, Photoshop, MS Office).

INTERESTS

Mention current hobbies and interests. Choose a hobby that will make you standout. Don’t lie.

Sign your CV and add the date
University of Prague

Transcript of Academic Record

Student Name: Karel Novák
Faculty: Faculty of Chemical Engineering
Programme Title: Chemical Engineering
Course: Master course

Start Date: 01 September 2022
Date of expected graduation: 30 June 2026

Date issued: 15 February 2024

Year 1 Results (2020/21)

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<th>Unit Code</th>
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<th>Grade</th>
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<td>1</td>
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<td>Pass</td>
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</table>

Grading scale: A - excellent; B - very good; C - good; D - satisfactory; E - sufficient; F - failed

Do not forget explanation of grading system (if its not included with your grades, add them by yourself.

If you are Master student, attach Diploma supplement in English (only the pages with subject and grades).

Signature
Dean of the Faculty University of Prague

Stamp and signature is required!
Tick Language to be tested

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Novak</th>
<th>First name:</th>
<th>Karel</th>
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<table>
<thead>
<tr>
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<th>Czech</th>
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<th>Professional English Language II</th>
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<th>How long have you studied this Language?</th>
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<th>Grade A</th>
<th>Dates of Examinations:</th>
<th>30 June 2023</th>
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</table>

To be completed by the Examiner

Knowledge of Required Language
(Please tick one box for each of the four language sections)

1. Comprehension
   - Understands conversation and reads without difficulty [✓]
   - Understands almost everything spoken slowly and clearly
   - Understands with difficulty
   - Cannot follow conversation and written word

2. Speaking
   - Speaks fluently, correctly and is easily understood [✓]
   - Is understood but is not completely correct and fluent
   - Speaks haltingly with many mistakes
   - Cannot speak this language

3. Writing
   - Writes accurately with ease [✓]
   - Writes slowly with occasional errors
   - Writes with difficulty and makes many errors
   - Has no written ability in this Language

4. Reading
   - Reads quickly with understanding [✓]
   - Reads slowly, understanding only some of the text
   - Has difficulty understanding and must look up many words
   - Cannot understand simple texts

Overall Conclusion
[✓] Excellent □ Good □ Fair □ Poor

Language level need to be the same as in the student nomination.

Additional Comments:

Examiner: Jana Nová

Position: English teacher

Place and Date: 15 February 2024

Signature

Stamp and signature is required!

Use only the first site of Certificate (not the additional papers).

Certificate has to be maximally two years old (excluding Cambridge English certificates and similar).
Tick Language to be tested

<table>
<thead>
<tr>
<th>Surname:</th>
<th>First name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Novak</td>
<td>Karel</td>
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<table>
<thead>
<tr>
<th>Nationality:</th>
<th>Study Course:</th>
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<tbody>
<tr>
<td>Czech</td>
<td>Spanish Language II</td>
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<table>
<thead>
<tr>
<th>How long have you studied this Language?</th>
<th>Last Class:</th>
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<tbody>
<tr>
<td>Grade A</td>
<td>30 June 2018</td>
</tr>
</tbody>
</table>

To be completed by the Examiner

Knowledge of Required Language

(Please tick one box for each of the four language sections)

1. Comprehension
   - Understands conversation and reads without difficulty
   - Understands almost everything spoken slowly and clearly [X]
   - Understands with difficulty
   - Cannot follow conversation and written word

2. Speaking
   - Speaks fluently, correctly and is easily understood
   - Is understood but is not completely correct and fluent
   - Speaks haltingly with many mistakes [X]
   - Cannot speak this language

3. Writing
   - Writes accurately with ease
   - Writes slowly with occasional errors [X]
   - Writes with difficulty and makes many errors
   - Has no written ability in this Language

4. Reading
   - Reads quickly with understanding
   - Reads slowly, understanding only some of the text
   - Has difficulty understanding and must look up many words [X]
   - Cannot understand simple texts

Overall Conclusion

- [ ] Excellent
- [X] Good
- [ ] Fair
- [ ] Poor

Additional Comments:

Examiner: Lenka Konečná
Position: Spanish teacher
Place and Date: 15 February 2024

Stamp and signature is required!
University of Prague
Hlavni ulice 123, Prague, Czech Republic

CERTIFICATE OF ENROLLMENT

Date Issued: February 15, 2024
Issue Number: 0123456

Name in Full: Karel Novak
Date of Birth: September 12, 2001
Date of Admission: September 01, 2022
Department/Major: Chemical Engineering
Course: Bachelor Course
Date of Expected Graduation: June 30, 2026

This is to certify that the above mentioned has been a full-time student of the Faculty of Information Technology at the University of Prague.

Signature
Dean of the Faculty University of Prague

Stamp and signature is required!
A recommendation letter is **not mandatory but recommended**, it can help you get accepted for chosen offer.

If you have the opportunity to get one, attach it to your application.

Recommendation letter should be personalized for chosen offer and should not be older than 1 year.

You can add another relevant documents at the end of your nomination.
**Passport photo** located in the upper left corner.  
Approximate size 3,5 x 4,5 cm.

Head shot preferable with white or blue background.
This documents it is not part of the whole nomination documents but it have special place for upload.

Scan only **first site** of passport/ID.

It has to be in the upper left corner of A4 white paper (do not use small page with scan).

Us the same ID as described in student nomination form.