

Guidelines for Students Applying for a Five-Month Internship 2025/26

To apply for a five-month internship at a company as part of our Management and Digital Technology study program, please follow these guidelines and submit the required documents before the application **deadline of 31.03.2025**.

Required Documents:

1. Curriculum Vitae (CV)

- Clearly outline your educational background, relevant skills, and work experience (if any).
- Keep it concise and professional, preferably on one or two pages.

2. Cover Letter

- Explain your motivation for applying for your chosen internship.
- Highlight relevant skills, experiences, and how the internship aligns with your career goals.
- List your preferred companies from 1 to 3 where you would like to complete your internship. For your practical internship, choose from the partner companies of our study program listed at www.mdt.zcu.cz/partners.
- Keep it concise and professional, preferably on one or two pages.

Please do not use AI tools to generate your application materials; we are particularly interested in your personal and unique characteristics to find the best internship placement for you!

Application Process:

1. Document Preparation

- Ensure all documents are up-to-date, formatted professionally, and saved as PDF files.

2. Submission

- Send both required, well-prepared documents (CV and cover letter) by email to **Kateřina Pirošiková (kpirosik@fek.zcu.cz)** by **March 31, 2025**. She will then forward your materials to the partner companies where you wish to complete your internship.

3. Interview Process

- Shortlisted candidates may be invited for an interview (online or in person) with the company representatives.
- In April, you will be informed whether you have been selected for the internship, whether an interview with company representatives will be necessary, or whether your preferred companies did not select you. In such a case, we will reach out to your second-choice company.

4. Final Selection and Confirmation

- If selected, you will receive an official internship offer.
- By the end of April, we aim to finalize the matching process so that all students know where they will complete their internship starting in September and can begin their preparations.

Important Notes:

- *Ensure all documents are in English unless stated otherwise.*
- *Double-check deadlines and submit your application in time.*
- *Tailor your application to the specific company and internship position you are applying for.*
- *Be prepared to discuss your skills and experiences during your interview.*
- *For further questions or clarifications, please contact your university's internship coordinator at kpirosik@fek.zcu.cz.*