

How to apply to take part in MuEuCAP internships

(how to write a CV and a 'Motivation letter')

Students from the Universities of Mandalay, Mawlamyine and Myeik can apply to take part in an internship in a Myanmar NGOs and CSOs (such as MBNS, Friends of Wildlife, Smithsonian Institution, FFI, Harrison Institute, and WCS). There are up to 16 opportunities this year and further 16 next year.

The students must be undertaking a Master's course or PhD. They will be from the Departments of Botany, Geography, Geology, Marine Science or Zoology. They will:

- have an interest in one or more of the following topics: environmental science, biodiversity research and conservation, forestry, environmental law, outreach, communicating science to the public, or other related subjects
- be committed to learn new techniques, skills, and approaches to teaching.

To be selected, they must submit to Dr Swen Renner by email (swen.renner@boku.ac.at) by 23.00 hours on 30 August 2019, the following:

- a CV (one page)
- a 'Motivation letter' (one page).

Please include CV and Motivation letter in one document (either Word or pdf). The file name of the document and the subject line of the email must include: the university name (MU for Mandalay; MY for Myeik; MW for Mawlamyine), your name; and the word internship – for example:

MU_KhinMieMie_internship.pdf

All applications will reviewed by the Steering Committee, comprising representatives of all 3 Myanmar and all 3 European universities + a representative of MBNS.

Writing a CV and Motivation letter

We realise that not everyone has experience in writing a CV or 'motivation letter'. Therefore, please read below for some useful suggestions.

Writing a CV

There is no one correct way to write a good CV. However, the Steering Committee will need the following information:

- title, gender and name of applicant
- date of birth
- address (department and university is fine – we do not need home address)
- current study (ie Master's or PhD) and the topic and title of your Master thesis (if you are undertaking one) or PhD thesis
- a list of skills that you think may be important for MuEuCAP (ITC skills, field skills, laboratory skills, language skills, skills with working with the media, project management skills....)
- your interests and hobbies
- any awards/prizes that you have won
- anything else that you think might be interesting and which tells the reader more about you and your work

Please try to keep your CV short but informative and to one page.

Writing a 'motivation letter'

As with the CV above, please note, there is no one correct way to write a 'motivation letter'.

However, it is a chance, in the form of a letter, to prove that you are the most suitable and motivated person to be chosen for the programme. It is a chance to tell the Steering Committee some relevant and interesting information about yourself. It is NOT another CV but a personal document that tells MuEuCAP about the real you.

Content

The motivation letter should include information on:

- a little bit of information about you – for example how you became interested in your subject (i.e. botany, geography, English language, zoology, or marine science...)
- why you want to do an internship
- which NGO/CSO you would like to work with
- what you would like to learn and what you think you can contribute to the NGO/CSO
- do you have any existing contacts with an NGO/CSO (such as MBNS, WCS....)
- what job you would like to do when you complete your university study.