FIRST JOB & INTERNSHIP KIT

A practical preview of your job-search toolkit

Start your job search with a clear plan, polished application materials, and a simple way to track every opportunity.

1. Resume template sample

YOUR NAME
City, Country · email@example.com · +00 000 000 0000

Professional Summary
Motivated entry-level candidate with strong communication, organization, and problem-solving skills. Eager to contribute, learn quickly, and support a collaborative team.

Education
Degree / Qualification — Institution
Graduation year | Relevant coursework or achievements

Skills
Communication · Microsoft Office · Research · Teamwork · Time management

2. Interview practice

Try answering these sample questions aloud:

- Tell me about yourself.
- Why are you interested in this role?
- Describe a time you solved a problem.
- What is one skill you are currently improving?

Use the STAR method: Situation — Task — Action — Result. Explain the context, what you needed to do, the steps you took, and the outcome.

3. Application tracker sample

Company	Role	Date applied	Status	Next step
Example Co.	Intern	Nov 20	Applied	Follow up Nov 27
Bright Studio	Assistant	Nov 22	Interview	Prepare examples

4. A simple four-week job-search plan

Week 1: Prepare your resume, cover letter, and LinkedIn profile.
Week 2: Identify target employers and submit tailored applications.
Week 3: Practice interview answers and follow up on applications.
Week 4: Review progress, improve weak areas, and continue applying consistently.

This is a sample preview only. The complete paid kit includes editable resume and cover-letter templates, 50 interview questions, email scripts, an Excel application tracker, checklists, an offer evaluation worksheet, and a detailed 30-day plan.

For personal job-search and career-preparation use. This toolkit does not guarantee employment or interviews.