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## Hints for application to ESA entry level positions

### A. Start preparing your application.

#### Key hints:

1. Take the time to browse among the over one hundred ESA internship positions. You'll learn a lot about the many routes into ESA.
2. **Take the time to select the opportunity that best fits with your interests.**
3. Check your eligibility (from [www.esa.int](http://www.esa.int), and include all information requested by ESA. **Write your nationality.**
4. Highlight the **keywords of the position**; write down what **you** can write about yourself for each of these keywords; write also about your extracurricular activities, showing how they are relevant to the job description.
5. Try to find who is the ESA Hiring Manager (of the position you have chosen) and try to get in touch with her/him.
6. List all the situations in which you got to know ESA – e.g. career event with ESA representatives, ESA event, ESA Academy,.-. If you have met ESA representatives at a Career event you can get in touch with her/him.
7. Reach out to Professors who could help you choose your path of growth, ask for a recommendation letter, and annex it to your application.
8. If you have an important deadline, within which you need a reply from ESA, write this date and the reason why in the section 'provide any specific information'.
9. Send your application in PDF format.
10. You may apply to a maximum of 2 opportunities; if you decide to apply to 2 positions you must be ready to prepare 2 specific applications, with 2 different Motivation Letters and the CV should reflect your double interest.

## B. Prepare your CV (max 2 pages).

Show what you have done and what are your interests/ passions/ desires.

### Key hints for your CV:

1. The CV must be written in line with the job position chosen, with all information relevant to the position (use keywords).
2. Include information about your passport and any other information relevant for eligibility.
3. Write one sentence about your objective, goals, and dreams including a space topic (also going back to high school, if relevant); show what there is in your background that has prompted you to choose the specific job position.
4. As you write, try to introduce the **keywords from the job description**, the competences that you gained and that are necessary for the specific job opportunity.
5. List other experiences: sports, indoor / outdoor activities, hobbies, activities in associations, volunteering, extracurricular activities, etc. that reveal your interests and your development of soft skills (*for example: "ESA is an international organization, demanding a team player who is able to cope with different cultures, which I have learnt from my experience in..."*). Talk about how your past and current experiences overlap with the soft skills (behavioural competences) that ESA demands.

### Verification before submission:

Is your CV representing you? and your interests related to the specific ESA job?

**Are the job's keywords (that you have highlighted) present in your CV?  
Consider improving your CV by adding keywords.**

Double check that there are NO spelling/grammar mistakes and create a pdf version.

### C. Prepare your Motivation Letter (max 2 pages).

**Find the common ground between your interests and those of ESA (how you 'fit in'). Show how you 'stand out' from other applicants, describing your background: in sports, leisure time, social activities, past/present studies.. & your personal dreams. Use keywords.**

**Make it clear, clean, concise; make it yours!**

#### Key hints for your motivation letter

1. Something about ESA and more about the specific job opportunity (Why ESA Organisation? Why this Opportunity?). Briefly introduce your understanding of it.
2. What will you bring into the project/ESA? And what will ESA and the Project bring to you? Show what motivates you, what do you want to learn and what do you bring as an asset to ESA. Put as much information as necessary to convey your interest and suitability for the position. Show how your aspirations 'fit in' with the organisation and/or the opportunity.
3. Who are you as a candidate? What have done and why? What fascinates you and what are your long-term objectives? Show the connection to the ESA opportunity. Think about what makes you special as a candidate – what do you have that others don't? What makes you 'stand out'?
4. **The keywords of the job advert must be reflected in your motivation letter.**

#### Verification before submission:

Is your Motivation Letter helping you to 'fit in' and 'stand out' ?

**Are the job's keywords (that you have highlighted) present in your Motivation Letter? Enough? Too much?**

Double check that there are NO spelling/grammar mistakes and create a pdf version.

## D. Prepare your Interview.

Prepare for an interview focused on who you are and what you want to do.

### Key hints for your interview

1. Refresh your understanding about ESA (its mission, characteristics, uniqueness, key rules, etc.) and about the job position (dig into the acronyms, technical terms, etc.)
2. Break down the opportunity (ESA / department / position / tasks / profile), understand it and work on the specialist terms/abbreviations; also understand where you will work, with whom and doing what.
3. Make explicit how your profile is a good fit with the ESA job posted; show why the specific job opportunity was chosen.
4. Have a clear view of your strengths in the ESA environment, and of your weaknesses (how could you overcome them?).
5. Clarify to yourself how you would like to work (and what you would like less).
6. Clarify why this application makes sense for your career and show how the ESA experience will be a win-win situation.

Once all of that is prepared, find a storyline (narrative) for the interview. Get ready with key notes. Simulate the interview aloud at least once with a sparring partner.

There is an opportunity to hear from current and former ESA applicants ([www.esa.int](http://www.esa.int)) ; you might also consider to get in touch with a former/current ESA intern/YGT/.. <https://www.usi.ch/en/university/info/career/sxs/testimonials> (e.g., via LinkedIn).