	<b>Instruction</b>	
	<b>Recommendations for students to succeed in the FGP internship</b>	<b>Code: GSP-IN-03-00</b> <b>Date: 08/12/2023</b>

*The FGP (Final Graduate Project) internship is a crucial step in your training, as it will allow you to put into practice the skills acquired throughout your studies and to familiarize yourself with the professional world. Here is a step-by-step guide to help you succeed in your FGP internship:*

### **Step 1 - Internship search**

- 1.1. Define your area of interest:** Identify the areas you are most passionate about.
- 1.2. Consult the internship offers:** Check the online platforms, company sites and job postings available. You can also go to job fairs and recruiting events to meet company representatives.
- 1.3. Professional network:** Use your professional network, including teachers, classmates, and other contacts to seek out internship opportunities.

### **Step 2 - Preparation of CV and cover letter**

- 2.1. CV:** Make sure your CV is well-structured, clear, and highlights your relevant technical skills, education, and experience. Adapt it according to the internship you are aiming for.
- 2.2. Cover letter:** Write a personalized cover letter for each company you are targeting. Highlight your interest in the company and explain how your profile matches their needs.

### **Step 3 - Job interview**


- 3.1. Preparation:** Find out about the company and its plans before the interview. Be prepared to discuss your technical skills and academic achievements.
- 3.2. Behavioral skills:** Highlight your soft skills, such as your ability to work in a team, your communication skills and your problem solving skills.

### **Step 4 - Beginning of the internship**

- 4.1. Welcome and introduction:** Once hired, familiarize yourself with the work environment, the team, the ongoing projects and the resources available.
- 4.2. Internship objectives:** Clarify with your internship supervisor the objectives and expectations of the project, as well as the deadlines to be met.

### **Step 5 - Engagement and Learning**

- 5.1. Be proactive:** Show initiative and come up with ideas to contribute to company projects.

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**5.2. Learn from others:** Take the opportunity to learn from experienced professionals around you, ask questions and observe their working practices.

### **Step 6 - Realization of the internship project**

**6.1. Meet deadlines:** Organize effectively to meet project deadlines.

**6.2. Documents:** Take detailed notes of your work and the problems encountered to facilitate the writing of your internship report.

### **Step 7 - Writing the FGP report**

**7.1. Structure:** Follow your faculty's guidelines for the structure of the *FGP* report, which may include an introduction, background, analysis, conclusion, etc.

**7.2. Critical analysis:** Present a critical analysis of your contributions to the project and the learning you have acquired.

### **Step 8 - Defense**

**8.1. Preparation:** Prepare a clear and concise presentation of your internship project for the defense.

**8.2. Repetition:** Practice ahead of time to gain confidence and to stick to the time limit.

*Don't forget that your FGP internship is an opportunity for you to develop professionally and stand out on the job market. Be curious, enthusiastic and show your commitment to your work. Good luck with your FGP internship.*