



**Università  
di Genova**

# HOW TO SEARCH FOR AN INTERNSHIP IN ITALY

a guide for international students

# How to search for an Internship in Italy

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## Introduction

The purpose of this guide is to provide essential information for setting up an internship search. It has been produced to support students and graduates of the University of Genoa.

### 1. Regulation framework

#### 1.1 Understanding Internships: main elements

An internship is a period of orientation and training designed for both students during their studies (curricular internship) and recent graduates within 12 months of obtaining their degree (extracurricular internship). These internships take place in companies, public bodies, and professional settings.

Please note: the relationship established between the host organization and the intern does not constitute an employment relationship or a job contract.

An internship has **three main actors**:

- Trainee (“Tirocinante”)

An intern is an individual, typically a student or recent graduate, who undertakes an internship to gain practical experience in a professional setting.

- Host entity (“Soggetto ospitante”)

The Host is the company or institution that provides the internship opportunity to the intern. The host organization is responsible for assigning tasks, supervising the intern, and providing a supportive learning environment.

- Promoter institution (“Soggetto promotore”)

The Promoter is the organization that facilitates and supports the internship process. This entity acts as a liaison between the intern and the host organization, ensuring that the internship complies with legal and academic requirements.

**Please pay attention:** if you plan to have your internship recognised as CFUs for your study career, it is essential that the promoter of the internship is the University of Genoa. Some companies may propose to activate internships with a promoter entity different from UniGe, such as a Job Agency ("Agenzia per il lavoro") or a Employment Centre ("Centro per l'Impiego"): please be aware that in these situations it cannot be guaranteed that any credit will be recognised as CFU within a student's career.

The activation of an internship requires **two documents**:

- Training agreement (“Convenzione”): an agreement between the university and the host party (institution or company)
- Training project (“Progetto formativo”): a document prepared for each trainee, that defines the objectives and modalities of the internship. It is appropriate that the objectives be consistent with the subjects of the course of study.

**Please pay attention:** it's not possible to start an internship before these two documents (training agreement and training project) are signed by all the actors

With regard to the minimum and maximum **duration of the traineeship**, it may vary depending on the type of traineeship, as described in the following paragraphs. In any case, the internship experience may be terminated at any time, either by the Host company or by the Trainee.

**Before activating the internship, it is recommended to contact the Internship Office staff in charge for the specific course of study**, asking how to proceed. Contact details can be found at the webpage <https://unige.it/lavoro/tirocini/referenti>

Internship Office staff will give information also on local procedures about finding an **Academic Tutor**: certain courses of study have designed one or more professors as Tutors “by default” for internships, while other courses do require applicants to write themselves to the professors of their course (e.g. the supervisor of their thesis) and request their availability to act as a tutor for the internship.

## **1.2 Insurance and compulsory training on health and safety at work**

The University, as the promoter entity, provides insurance for the trainee against accidents at work with INAIL and, for third-part-liability, with insurance companies operating in the sector. In curricular internships, journeys of the intern to and from the internship site, by whatever means they are made, are excluded from coverage.

Each student or graduate, before starting the internship period, must attend a 4-hour course about health and safety at work. University of Genova offers free online attendance of the compulsory course "[General Occupational Safety and Health Training](#)", which must be completed before the internship can start.

Have you already attended this course? Just provide a digital copy of the certificate to the Traineeships Office, you can avoid repeating the course.

### 1.3 Internship types (curricular vs. extracurricular)

#### Curricular internships

Curricular internships may be carried out by students regularly enrolled in a course of study at any level (bachelor's, master's, doctoral, specialization, postgraduate) active at the University of Genoa.

There are two types of curricular internships:

- **compulsory intership:** mandatory internship required by the course of study that provides for the recognition of CFUs (Crediti Formativi Universitari).
- **non-compulsory intership:** undertaken voluntarily, at the student's discretion, with or also without the option of receiving CFUs for the experience

For students enrolled in bachelor and master's degree, the activation process for curricular traineeships is managed online, through the platform "**Tirocini e Tesi**". The platform, and the user manuals for the Trainee and the Host company, are available at this link: <https://tirocinitesi.unige.it/home>

Students enrolled in postgraduate courses (PhD, specializations...) must instead contact their local Internship office to activate a curricular internship.

**Please pay attention:** courses of study at University of Genova can have different regulations and documents regarding CFUs recognition. Once you have finished your curricular internship, you'll have to contact the Internship Office and ask what documents are needed for your specific course of study in order to obtain the recognition of CFUs.

#### Extracurricular internships (post-graduation)

Extracurricular internships can normally be undertaken after obtaining a degree or another academic title; however, the internship must start within 12 months of graduation.

In Italy, the regulation of extracurricular traineeships is specific to each Region.

#### **1.4 Internship allowance and other benefits**

**Curricular traineeships:** there is no formal obligation to provide a monetary allowance. However, the parties may discuss the possibility of receiving an allowance or other benefits such as reimbursement of travel expenses, lunch tickets, etc.

**Extracurricular traineeships:** the law establishes an obligation to provide a minimum allowance for the trainee. The amount of minimum allowance varies from Region to Region. (i.e: Liguria minimum 500 euros per month for a full time)

In most cases, this allowance is provided by the host entity, except in specific situations such as public grants assigned through public calls.

## 2 Preparing for Your Internship Search

Before starting the search for an internship, it's essential to be well-prepared.

Start with a thorough self-assessment to understand your skills, interests, and career goals. This reflection will help you identify the types of internships that align with your aspirations. Please remember that the objectives and content of the internship must be consistent and relevant to your course of study in some way.

Next, focus on **creating a strong CV and cover letter**. These documents are your first impression to potential employers, so ensure they are well-structured, free of errors. It's also recommended to **tailor each application** to the professional area you are applying for.

Highlight your academic achievements, relevant coursework, hard and soft skills, and any previous work or volunteer experience.

If you need help in preparing reviewing your CV or cover letter, it is possible to consult the material prepared by UniGe Career Service at the webpage:

<https://unige.it/lavoro/curriculum#suggerimenti-per-la-stesura-del-cv>

Individual meeting regarding CVs and cover letter check are also available through booking:

- in Italian language: <https://unige.it/lavoro/curriculum>
- in English language: <https://unige.it/lavoro/career-services-foreign-students>

Additionally, also research what requirements are demanded by companies in a specific business sector and what skills would enhance your candidature.

Before applying, research company reputations on websites like Glassdoor to gain insights into their work culture, employee satisfaction, job interviews habits.

Please note that locally, most companies in Italy require **an intermediate level of Italian (B1-B2)** to accept job or internship application. University Language Centre (CLAT) can offer some free online courses to improve your level of proficiency in Italian, available also for absolute beginners. More information and contact details are available at the webpage <https://clat.unige.it/>

### 3. Where to search for internships

#### 3.1 UniGe web platforms

Digital platforms managed by university staff can be a useful tool for consulting internship offers posted by companies and other institutions.

**Curricular internships** (students currently enrolled in a course of study):

**Piattaforma “Tirocini e Tesi”** that allows to:

- explore internship offers published by companies that are actively looking for interns,
- consult the list of companies that have a preliminary agreement with the university to host interns.

[https://tirocinitesi.unige.it/home/proposte\\_tirocini\\_tesi](https://tirocinitesi.unige.it/home/proposte_tirocini_tesi)

**Extracurricular internship** (after graduation)

**Piattaforma “Almalaurea”** that allows to:

- explore extracurricular internships and job offers recently published by companies and apply
- create your CV that can be consulted by companies

<https://unige.it/lavoro/studenti/piattaforma>

#### 3.2 Internship programs

The University of Genoa participates in several traineeship programs, particularly with public institutions. A list of these programs and other internship opportunities is available at the webpage <https://unige.it/lavoro/tirocini>

On the same websites, you can also find public entities that have published lists of available curricular internship positions, like Municipality of Genova.

#### 3.3 Career days and recruiting events

During job fairs of Career days, it is often possible to have a short interview with company recruiters. To find out about upcoming events: <https://unige.it/lavoro/studenti/eventi>

The **University Career Day** is the main event, held once a year, and is dedicated to students from all study areas. Other events are organized throughout the year, focusing on specific fields of study (e.g., Pharma Day, events with Employment Agencies, etc.).

Please note: in the **archive of past events**: you can find companies materials (i.e: fact sheets on companies, positions typically sought, courses of study of greatest interest, usual



recruitment methods) from companies that participated and are interested in connecting with candidates from the university.

To stay informed about upcoming Career Days and receive notifications, you can subscribe to the Teams channel “**Career Service news**”, which publishes news and major initiatives, using the Teams Code: n26fzr2.

If your UniGePASS has expired and you no longer have access to Microsoft Teams, please write to sportellolavoro@unige.it, and we will add you to the channel using your personal email.

### 3.4 LinkedIn, social & web tools

LinkedIn is a powerful tool for finding internship opportunities and connecting with potential employers. Start by creating a professional profile that highlights your education, skills, and any relevant experiences. Use a professional photo and write a compelling summary that showcases your career goals.

To search for internships, use LinkedIn’s job search feature and apply relevant filters (locations, industry...). Follow companies close to your areas of interest, in order to stay updated on their latest job postings and company news. Additionally, you can join LinkedIn groups related to your field of study to network with professionals.

When you find a company or role that interests you, consider reaching out directly to recruiters or hiring managers. Send a personalized connection request with a brief message expressing your interest in the company and explaining why you are a good fit for their internship program.

### 3.5 Networking

Networking is a crucial strategy for finding internship opportunities. Start by leveraging your university community. Connect and interact with **university professors**, especially those whose courses align with your career interests, and discuss your goals with them. Your **thesis advisor** can also be a valuable resource, offering guidance and potential connections in your field. Utilize the university’s **internship offices**, which often have information about companies that hosted internships in recent times and other industry contacts. Additionally, reach out to **alumni** who have completed the same course of study; they can provide insights and possibly refer you to opportunities within their networks.

Beyond the university, consider joining **professional associations, groups, and networks** related to your field of interest. Subscribe to newsletters and follow organizations that share information about industry-specific events and job openings. Participating in these groups can help you stay informed about the latest trends and opportunities while expanding your professional network.

### **3.6 Sending spontaneous applications**

Don't be discouraged if you can't find explicit internship offers from companies. You can take the initiative by contacting the human resources department of a company directly. This course of action is very frequent, and it is strongly recommended to follow it, and most contacts between companies and trainees probably take place in this way.

Express your interest in exploring internship opportunities and request an informational interview. This approach allows you to introduce yourself, showcase your skills, and demonstrate your proactive attitude. Even if there are no current openings, your inquiry may lead to future opportunities. Companies often appreciate the enthusiasm and initiative shown by candidates who reach out proactively.

To maximize the effectiveness of your spontaneous application, avoid sending emails to generic addresses that are presented as general contact details on the company website (such as `info@companyname.com` or `segreteria@companyname.com`). Instead, consider calling the company or browsing their website to get information about the specific procedure or email address for submitting spontaneous applications. This step ensures that your application reaches the right person and increases the likelihood of it being read.

If you do not receive a response after several weeks, consider sending a follow-up email. This reminder can show your continued interest and persistence, qualities that are often valued by employers. By following these steps, you can improve your chances of securing an internship through spontaneous applications.

#### 4. Contact details

Contact details of **local Internship Offices** can be found at the following webpage:

<https://unige.it/lavoro/tirocini/referenti>

Contact details of the **central Internship Office** can be found at the following webpage:

<https://rubrica.unige.it/strutture/struttura/100397>

## Attachement A – cover letter template

The following is an example of a text for an email / cover letter; the parts highlighted in 'yellow' are to be modified according to the specific application. It is not intended as a template to be followed in detail, but rather as a tool to provide ideas and inspiration. Please feel free to customise and change the text, we strongly encourage you to do so.

### COVER LETTER TEMPLATE

Dear [Employer's Name],

I am writing to express my interest in the internship opportunity at [Company's Name]. I am currently a student/recent graduate at University of Genova, pursuing a degree in [your field of study]. I am eager to apply my academic knowledge and gain hands-on experience in [specific area or field related to the company's work].

My coursework and projects have provided me with skills in [mention specific skills or knowledge areas related to the internship]. I am particularly drawn to [specific aspect of the industry or role] and am impressed with [Company's Name]'s commitment to [mention any specific company values, projects, or achievements].

You can find more information about internships promoted by University of Genova, and the contact details of the staff in charge on this topic, at this webpage:  
<https://unige.it/lavoro/aziende/tirocini>

Enclosed is my resume, which provides additional details about my background. I would welcome the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,

[Your Name]

[Your contact details]