



We can arrange an internship for you (unpaid) for 4, 8 or 12 weeks. Starting AFTER you finished your Chinese course. Working hours usually full day.

WHERE YOU DO THE INTERNSHIP

We place internship in the professional field you indicate

REQUIREMENTS

- knowledge of Chinese on Elementary Level by the time you start the internship
- participation in a Chinese language course of min. 4 weeks – longer if you need more time to get to the level
- minimum age 18
- finished secondary education
- time budget of min. 8 weeks (course + internship)

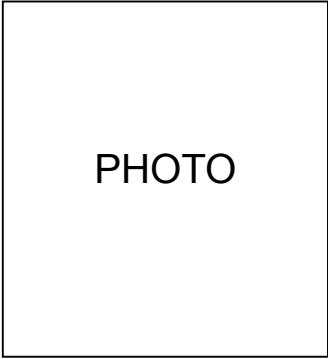
CERTIFICATES

You will receive 2 certificates, one from Mandarin House and one from the host company. Mandarin House certifies your language skills; the host company issues a statement commenting your performance as a trainee.

APPLICATION

Please apply no later than 8 weeks prior to arrival with Online Registration accompanied by:

- Internship Application
- CV in English
- Letter of intent in English – describing your language skills, previous professional experiences and expectations regarding the internship



Internship Application

PERSONAL DATA

First name: _____

Last name: _____

INTERNSHIP

For how many weeks? _____ weeks

Please indicate 3 internship fields in order of preference:

First choice: _____

Second choice: _____

Third choice: _____

What aspects of your host company do you consider most important?

Young Co-workers

Training Setting

Supervised Work

Company Reputation

Work Experience

Centrally Located

Other: _____

What kind of environment do you work well in?

Structured

Relaxed

Professional

Competitive

Team focused

Fun

Other: _____

What specific duties are you interested in undertaking throughout your internship?

What type of company are you looking for?

EDUCATIONAL AND PROFESSIONAL BACKGROUND

What is your present occupation? _____

What is your highest level of education?

High School

University _____ years

Technical and Further Education

Other (Please specify): _____

Name of current Educational Institution: _____

Completion Date: _____ Intended Final Degree: _____

WORK EXPERIENCE

Please list the main job positions you have held and indicate whether full-time, part-time or as an internship:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Please indicate which computer skills you have experience in:

- | | | | |
|---|--------------------------------|---|------------------------------------|
| <input type="checkbox"/> Typing | <input type="checkbox"/> Word | <input type="checkbox"/> Outlook | <input type="checkbox"/> Access |
| <input type="checkbox"/> Power Point | <input type="checkbox"/> Excel | <input type="checkbox"/> Windows | <input type="checkbox"/> Macintosh |
| <input type="checkbox"/> Web/Internet | <input type="checkbox"/> Excel | <input type="checkbox"/> Graphic/Design | |
| <input type="checkbox"/> Other (Please specify): | _____ | | |

Please list the key skills you have developed in previous jobs/internships:

- Financial/ Accounting Skills
- Communication/People Skills
- Creative Skills (Please Specify):
- Organizational Skills (Please Specify):
- Research Skills (Please Specify):
- Teaching Skills (Please Specify):
- Technical Skills (Please Specify):
- Management/Leadership Skills (Please Specify):
- Other: _____

Date: _____

Name: _____

Signature: _____