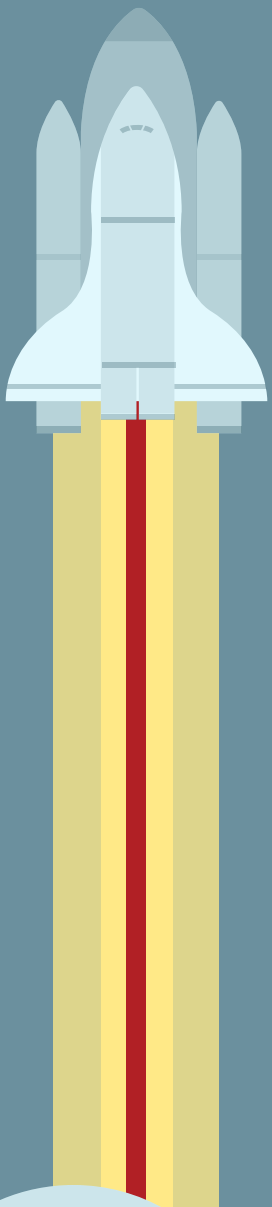
MAISON DE L'ORIENTATION

Deng Schoul. Däi Beruff. Deng Zukunft.

BOOST!

INTERNSHIPS





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INTRODUCTION

Are you looking for an internship to gain practical skills and develop your interests?

Internships are ideal opportunities to:

- gain professional experience,
- **boost** your CV,
- build a professional and personal network,
- acquire useful skills,
- guide your career choices,

and also to better understand your talents and interests while exploring different fields of activity, which will help you with your educational and career orientation decisions.



Intrigued? Then you're in the right place! This edition of ***Boost!*** will guide you through the world of internships and help you find the perfect match!

SCHOOL AND CAREER ORIENTATION INTERNSHIPS

high school

ORIENTATION INTERNSHIP BY YOUR SCHOOL (SCHNUPPERSTAGE)

School or career orientation internships are short-term internships that allow you a glimpse behind the scenes of a job! Normally, these internships last from a few days to 2 weeks.

During your internship, you are covered by a special accident insurance. Your school's guidance and integration unit (*cellule d'orientation et d'intégration scolaires*) can help you find a place.

Insurance covered by the educational institution

ORIENTATION INTERNSHIP ORGANISED BY THE SNJ (STAGE DE DÉCOUVERTE)

There's also a voluntary version of this internship offered by the National Youth Service (SNJ). Their local branches can help you find a short internship in private companies, associations, or public services.

These internships usually last from one to four weeks, and are based on individual counselling from the SNJ to help you find the perfect experience. During your internship, you are covered by a special accident insurance.

Insurance covered by the SNJ

Service national de la jeunesse

hey.snj.lu

MANDATORY INTERNSHIPS REQUIRED AS PART OF THE SCHOOL OR UNIVERSITY CURRICULUM



These mandatory internships are a fixed part of your school programme, whether you're studying in Luxembourg or abroad. In other words, they are required internships that are part of your school or university curriculum.

They are organised through your secondary or higher education institution, and are essential for completing your studies.

Insurance covered by the educational institution

CONDITIONS

You are enrolled in a secondary or higher education institution (high school, BTS, Bachelor, Master, etc.) in Luxembourg or abroad.

MUST-KNOW

This category of internships, whose provisions are included in the Labour Code, does not cover School or Career Orientation Internships (“Schnupperstage”) or professional training internships for specific professions (“apprentissage”).

COMPENSATION

DURATION	COMPENSATION
< 4 weeks	not mandatory
≥ 4 weeks	30% of the non-qualified social minimum wage
exception	no obligation for compensation if the educational institution expressly prohibits compensation

This is the required minimum compensation. A company can however decide to pay you more! These provisions are only applicable for internships in Luxembourg. If you undertake an internship abroad, the conditions of that country apply.

More information on the ITM website

VOLUNTARY INTERNSHIPS OUTSIDE THE SCHOOL OR UNIVERSITY CURRICULUM



These voluntary internships are undertaken outside your regular academic curriculum, initiated by your own desire to gain additional professional experience.

You can do such an internship if one of the following conditions applies to you.

Insurance covered by the internship supervisor

CONDITIONS

- You are enrolled in a secondary or higher education institution in Luxembourg or abroad, and you are regularly following a study programme (high school, BTS, Bachelor, Master, etc.).

  or...

- After graduating (high school diploma, BTS, bachelor's degree), you can still do this type of internship if you complete it within 12 months of graduation.

MUST-KNOW

Have you already completed your master's degree? Then this internship category does not apply to you.

COMPENSATION

DURATION	COMPENSATION if you are not finished with a 1st cycle in higher education (BTS, Bachelor)	COMPENSATION if you finished a 1st cycle in higher education (BTS, Bachelor)
< 4 weeks	not mandatory	not mandatory
≥ 4 to ≤ 12 weeks	40% of the non-qualified social minimum wage	40% of the qualified social minimum wage
> 12 to ≤ 26 weeks	75% of the non-qualified social minimum wage	75% of the qualified social minimum wage

This is the required minimum compensation. A company can however decide to pay you more! These provisions are only applicable for internships in Luxembourg. If you undertake an internship abroad, the conditions of that country apply.

More information on the ITM website

OTHER INTERNSHIP OPPORTUNITIES: LUXEMBOURG & BEYOND



Whether you've recently completed your bachelor's or master's degree or are still enrolled at university, internships are a great way to boost your CV and gain valuable experience. Below is a non-exhaustive list of internship opportunities.

The conditions, compensation and duration of these internships can vary, so it's essential to carefully check each opportunity!

Insurance coverage, compensation and conditions vary between programmes.

INTERNSHIPS AT THE INSTITUTIONS OF THE EUROPEAN UNION

When it comes to internships in the European Union (EU), there's a world of opportunities beyond the big names such as the European Commission, the European Parliament, and the Council of the EU. Whether you're interested in economics, law, international relations, business, marketing, social sciences, or informatics, there's an internship out there for you.

Programmes like the Schuman Traineeship, the Blue Book Traineeship, and positions at the General Secretariat of the Council cover a wide range of topics and experiences. You can also find exciting internships in the Committee of the Regions and the European Economic and Social Committee. Plus, the European External Action Service offers great opportunities for those interested in international relations.

Are you passionate about politics? The political groups in the European Parliament offer internship opportunities. You can also apply directly to Members of Parliament, whether they represent your country or another. Spontaneous applications are always possible.

But that's not all! EU agencies all across Europe offer internship opportunities in diverse fields, providing additional chances to gain valuable experience. And don't forget, many major EU institutions are based in Luxembourg, offering opportunities to kickstart your career right here. Most internships open applications twice a year, with some available on a rolling basis. Start exploring and find the perfect EU internship to launch your career!

MUST-KNOW

Internships in EU institutions offer you a remuneration package and insurance coverage. The remuneration can vary between institutions but is designed to help cover your costs.

eu-careers.europa.eu

mae.gouvernement.lu

UNITED NATIONS INTERNSHIPS (UN)

UN internships provide exciting opportunities in a wide range of fields. Whether you're passionate about international law, human rights, sustainable development, public health, diplomacy, social sciences, or technology, there's likely a UN traineeship for you. Numerous specialised agencies, including UNICEF, UNDP, UNESCO, WHO, and others, provide diverse internship experiences, offering you the chance to make a global impact.

Unfortunately, most UN internships are unpaid, so you'll need to cover your expenses during your time at the UN on your own. Only a few UN internship programmes offer compensation.

More information on the UN website

MINISTRY OF FOREIGN AND EUROPEAN AFFAIRS, DEFENCE, DEVELOPMENT COOPERATION AND FOREIGN TRADE

The ministry offers a variety of internship opportunities across its different departments! You can find internships in Luxembourg, in Luxembourg's permanent representation to the EU, as well as in embassies around the world.

THE GOVERNMENT
OF THE GRAND DUCHY OF LUXEMBOURG
Ministry of Foreign and European Affairs,
Defence, Development Cooperation
and Foreign Trade

In the ministry or in the embassies

At the permanent representation to the EU

DIRECTORATE FOR DEVELOPMENT COOPERATION AND HUMANITARIAN AFFAIRS

If you're looking to contribute to the United Nations' sustainable development goals while enhancing your understanding of international relations, the Directorate for Development Cooperation and Humanitarian Affairs will be your primary point of contact. In collaboration with its institutional and associative partners, the Directorate provides numerous opportunities for involvement at national, European, and international levels through its Programs' Support:

- traineeships with the Directorate for Development cooperation and Humanitarian affairs which provide students with a first professional experience in their field of interest,
- on-the-job training as Junior Technical Assistants (JTA) with Lux-Development in Luxembourg Cooperation partner countries,
- the UN Volunteers' Program (UNV),
- the Junior Professional Officers' Program (JPO) in collaboration with UN partner agencies,
- the Junior Professionals in Delegations' Program (JPD) with the European Commission (EC) & the European External Action Service (EEAS).

More information here

MASTER YOUR RESEARCH

Looking for advice on finding the perfect internship? You've come to the right place! In this section, we'll explore various websites and resources to assist you in your search.

CHECK OUT WEBSITES AND JOB PORTALS

high school & university

Sometimes it's hard to keep track of all the platforms listing internships. Below is a list of websites that can help you find an internship in Luxembourg or abroad!

Interested in internships in the public sector? Then have a look at govjobs.lu, where public sector internship opportunities are posted!

La fonction publique

GovJobs

If you're looking for an internship in the Luxembourgish industry, the website hellofuture.lu is perfect for your search.

HELLOFUTURE.LU

your job in industry

Eurodesk Luxembourg is the starting point for work experience in Europe, providing comprehensive and youth-oriented information on mobility programmes, including internships.

Many other websites can help you find the perfect internship that suits your needs and interests. Be sure to explore the ones listed below!

- Student.lu
- moovijob.com
- indeed.lu
- jobs.lu
- jobfinder.lu
- optionscarriere.lu
- lintern.lu
- alleyesonme.jobs

TIPS & TRICKS

Make sure to take advantage of the available filters to narrow down your search and view only internship vacancies that match your criteria.

USE RESEARCH TOOLS

high school & university

Consider using the website Editus for your research to discover companies and organisations in your local area or field of interest. Here are two ways you can use Editus for your internship search:

- **Know your field**: identify companies active in your chosen field by searching the website by profession.
- **Explore your area**: use the search engine to discover companies in your vicinity. This can help spark ideas, even if you're still unsure about your preferred field.

Editus

FIND AN INTERNSHIP THROUGH STUDENT ORGANISATIONS

university

Student organisations offer valuable opportunities to find internships! Below are some key resources:

- **AIESEC** is a global platform for young people to explore and develop leadership qualities through internships and volunteer experiences. They offer opportunities for cross-cultural exchange and professional development, focusing on leadership and global internships.

AIESEC

- **ESN (Erasmus Student Network)** is the largest student organisation in Europe, dedicated to supporting international students during their time abroad. ESN provides a wide range of services and events to ensure a memorable experience, fostering cultural understanding and integration among students across Europe. ESN also hosts the platform ErasmusCareers where internship opportunities all over Europe are listed.

Erasmus Careers

- **ACEL (Association des cercles d'étudiants luxembourgeois)** represents Luxembourgish student associations, both in Luxembourg and abroad. They support student initiatives and promote educational and cultural activities. ACEL has created an online platform where companies can post job or internship openings.

ACEL

Are you looking for an internship in a specific field? You can find a list of all the different Luxembourgish student circles on ACEL's website. Reach out to professional associations in your desired field to inquire about internship opportunities.

List of student circles

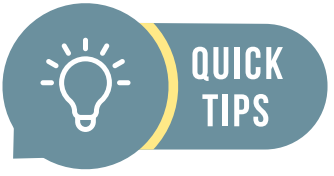
CHECKLIST FOR YOUR RESEARCH



The following non-exhaustive list offers a brief overview of different strategies you can use for your research.

CHECKLIST	EXPLANATION
Find your interests	Before starting your internship search, consider which fields interest you. This will help narrow your focus to areas that align with your passions.
Browse job portals	Not sure which company or organisation you want to intern with? Job portals are a great way to see what's out there in Luxembourg. Start with the websites we provided to discover interesting areas!
Check the websites of companies and organisations	Some organisations don't post internships on job portals. If you're interested in a specific field, check the company's website to see if they have internship opportunities.

CHECKLIST	EXPLANATION
Create a LinkedIn Account	LinkedIn is especially useful for students who are looking for an internship during or after their studies. The platform allows you to network with professionals, explore opportunities, and follow companies that interest you.
Make spontaneous applications	Even if a company isn't advertising internships, you can still reach out to ask about potential opportunities. Sending a spontaneous application shows initiative!
Talk to your network	Talk to your friends, family, professors, and professional contacts. Let them know that you are searching for an internship. Sometimes the best opportunities come from your network.
Attend career fairs and events	Attend career fairs and events - they're great opportunities to meet companies and organisations, learn about available internships, and explore your interests. Check out the following fairs for example: Deng Zukunft - Däi Wee, RTL Jobdag, UniCareers, etc.



MASTER YOUR APPLICATION

PREPARE YOUR CV AND COVER LETTER

Check out our ***Boost!*** edition on CVs, cover letters & interviews and discover all the essential tips and tricks for your application.

Boost! CV, Cover Letter & Interview

The Maison de l'orientation also organises information sessions on how to create and write your own CV and cover letter! Check out our agenda and sign up here:

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Agenda

STAY FLEXIBLE

Apply for multiple positions to boost your chances of landing an internship. You can always accept or decline offers as they come. Keep exploring different avenues, and don't hesitate to seize opportunities. Remember, persistence and enthusiasm are key in your internship search!

TAILOR YOUR APPLICATIONS

Tailor your application to each internship you apply for, highlighting the skills and experiences relevant to their internship descriptions. Take time to learn about the companies you're applying to. Demonstrating how your skills and interests align with their needs will help you stand out!

ALIGN YOUR SEARCH WITH YOUR INTERESTS

Whenever possible, look for internships that align with your interests and studies. Explore opportunities that match your education and goals—it's a great way to gain experience in a field you're passionate about and to strengthen your CV!

ADDITIONAL INFORMATION

CHAMBRE DES SALARIÉS LUXEMBOURG (CSL)

The CSL offers extensive information on internships in Luxembourg, including details on contract types, insurance, and administrative formalities. If you have any further questions, we encourage you to explore www.csl.lu/en/your-rights/youth/ for a complete overview.

INSPECTION DU TRAVAIL ET DES MINES (ITM)

If you have any questions about paperwork, contracts and general conditions, be sure to check website www.itm.public.lu. In their FAQ section you will find everything you need to know!

JUGENDINFO.LU

The association "Jugendinfo Lëtzebuerg" runs www.jugendinfo.lu, where you'll find useful info on jobs, internships, applications, and many other resources for young people.

NOTES

CURIOUS TO LEARN MORE?

Check out our Linktree and discover more ***Boost!*** publications filled with exciting opportunities for young people!

Linktree MO



Help us out with a little feedback by scanning this QR code or clicking here!

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