

# CaCTüS Internship Application Guide

The CV and Motivational Letter are the two main documents you will submit that will tell us a bit more about yourself, your interests and aptitude. This document serves as a guide for what you could include in your application and how you could structure it effectively. Feel free to mention any other points that you think will enhance your application.

## General comments

- Please report your postal address (e.g. PO Box) if you cannot receive mail where you live (although we will only contact you via email unless you hear from us otherwise)
- Please *do not* include any photographs of you in your application (also not on your CV). This serves to reduce unconscious biases of the evaluators.

## CV (max 2 pages)

The main aim of the CV is to provide the reader with a quick overview of your academic/professional background, your achievements, relevant extracurricular activities and your skills. It should be no longer than 2 pages with a font size of at least 11pt.

You can refer to the example CV on the website.

Feel free to use this example as a template if you wish, or design/use your own. Note that this is only a guideline to give you an idea of the different items you can list and in which order they typically occur. Feel free to mention anything else that you think will enhance your application (and delete all sections/items that don't apply to you from the example CV if you use it). Within each section you should place information in temporal order (most recent first) or in order of importance (with more significant experiences/achievements first). Do not go further back in time than your graduation from high-school (A-levels or equivalent) unless you can report any *significant* skills or achievements that are relevant for this internship.

When including your GPA / average grade that you obtained for your degrees, please include the range of grades used in your grading system, i.e. the lowest and highest grade possible.

## Motivational Letter

Please use our form that we provide on our website to submit your motivational letter.

The main aim of this letter is to convince the readers about why you are a good fit for the position. For this internship, it includes three main parts: A) a general motivation where you can describe what brought you to your chosen field, the research questions you are interested in, relevant coursework, any work experience you've had so far, what you hope to learn and how it may align with the next academic steps you are planning and what you find particularly interesting about this programme; B) a motivation for selected projects where you can describe the project you are interested in and why, the relevant skills you have and how you meet the requirements; C) a statement where you can describe any factors that are constraining your access to first-class higher education. The motivational letters are very short, so be concise and to-the-point. This shouldn't be a CV where you list down all achievements or experience – build

a story and only highlight the most relevant points. Finally, this is only a guideline. Feel free to mention any other points that you think will enhance your application.

### **General Motivation Letter (max. 150 words)**

You could include and structure this part the following:

1. Why are you interested/what sparked your interest in the area of Neuroscience/ Machine Learning/Cognitive Science ...? This could have been, for example, a lecture, a class you took at University, a professor, some questions/ problems that you've been fascinated by, some societal problem you want to address, etc. Further, are there any specific research questions you are interested in? This doesn't have to be very detailed but you can point towards a rough research direction.
2. Describe your career so far. Talk about the degrees and subjects you chose, relevant coursework you completed, any relevant workshops you attended. Do you have research experience? You should highlight the knowledge and skills you have that are relevant to doing a project here in Tübingen.
3. Why will joining CaCTüS and coming to Germany and Tübingen be good for you? Is there anything you hope to get out of the internship outside of academics? What do you want to do in the future (studies, jobs) and how will the internship help you to get there?

### **Project Description (max. 150 words)**

You might want to tell us about a course you attended, describe a self-directed or internship project you worked on. What were your responsibilities, what were the outcomes and what skills did you build?

### **Motivation for selected projects (max. 3x150 words)**

Choose up to 3 projects that you find interesting and write a brief motivation for each (max. 150 words each). You could include the following:

1. Why does this project interest you? You could connect this back to your interests and the experience you have. What do you hope to learn from the project? What scientific skills and knowledge do you hope to acquire? Are there any soft skills you would like to develop?
2. Describe, point-by-point, how you meet the requirements and how your skills will help you in the project.

### **Statement on factors limiting access to higher education (max. 300 words)**

This is a text where you may tell us about your background and the challenges you may have faced or are facing that make your pursuit of higher education (especially in a first-class research institution) difficult. These can be any financial disadvantages, lack of access to resources and information or discrimination due to identity (gender, race, caste, sexuality etc), physical disability, class, and so on.