

#10000  
BLACK  
INTERNS

**10,000 Black Interns**

**Application Handbook**

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**This guidebook gives an overview of some of the key sectors that you can apply to through 10,000 Black Interns.**

**Remember that when you apply to the programme, you are applying for an opportunity in the business stream of your choice rather than a specific organisation. The broader operations of the organisation you are allocated to may differ from your sector/business stream of choice, for example, if you apply for an internship in "technology", you may not be allocated a role within a technology company, but a technology department of a different organisation.**

**Be sure to always supplement our resources with your own research.**

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# Submission Checklist

- Have you researched the sectors your are applying for?
  
- Have you made sure your CV is up-to-date, formatted correctly, and spell-checked?
  
- Have you maximised the word count for each of your choices?
  
- Have you spell-checked your statement of motivation for each of your sector choices?  
Companies may discard an application that includes spelling mistakes

*Once you have applied, you MUST ensure you are responsive to all communication from host firms and well prepared for interviews and assessments.*

# Architecture

Architecture is the art, technique and science of designing and building structures which are typically suitable to live in, but not exclusively.

Architecture is not considered a fine art because it serves a functional purpose; yet, it is important that you distinguish this sector from that of construction which is addressed later in the handbook. The distinction is important because not all structures are architectural in nature - by choosing to use an architect to design a structure, people choose to engage an element of aesthetics over pure function. Simply put, when we talk about architecture, we're not just talking about planning, designing, and making buildings that are structurally sound, we're talking about designing buildings that are also nice to look at and experience!

Outside of its obviously beneficial contribution to society, architecture is also crucially beneficial to culture - just think about the number of people who travel around the world to look at buildings like the Taj Mahal, the leaning Tower of Pisa, Eiffel Tower, the Sydney Opera House... we could go on!

If you'd like to contribute to or learn more about this functional art sector, then our architecture internships are perfect for you!

# Construction, Real Estate & Property

The Construction industry employs almost 10% of the entire UK workforce. However, you should know that it's more than bricks and mortar.

Construction is a varied sector. It covers all the built environments that make up our towns and cities, including buildings, infrastructure, green spaces, energy networks and water supplies.

The construction sector also accommodates a range of skills, meaning a career in construction offers huge opportunities for growth. Alongside constructing buildings and infrastructure, construction consultants manage the planning, development and operation of the built environment. They not only direct how our urban spaces look but also how we interact with them day-to-day, contributing towards our health and wellbeing.

Real Estate & Property, consists of the purchase, hire and improvement of real property. This includes buildings, fixtures, roads, structures, and utility systems. This is a sector of great social significance.

From customer service to communications, marketing to maintenance, property development to procurement, there's a wide range of exciting roles available in this sector.

Depending on the team you work with, you may be doing anything

from going out on inspections, researching the market and presenting your findings to property management teams.

Opportunities in construction, real estate and property are also opportunities for growth, entrepreneurship and negotiation. This is a vibrant, exciting and fast paced industry. Those working in this sector have a tremendous influence on how we live. As a result, the demand for employees within the sector is very high – 60% of firms report that their need for staff exceeds their supply. For those looking for growth opportunities and a chance to truly shape future towns and cities, working in this area could be for you.

**“My sector is the real estate industry. There are 2 interns and we sit within the same teams and are moved around together. The 6 weeks are split into 3 weeks with the occupier services team and then the other 3 weeks with the portfolio team. The roles varied every day, most days included us shadowing different people in their various portfolios e.g Building manager in one building and then M&E (Technical team) in another building, spending time with the front of the house like in the reception area and the back of the house (security, postman) to get an idea of how the team runs the building. We were given projects to do here and there which included doing a business proposal in which we had to find sustainable materials for buildings. We were given responsibility and supported along the way. The internship was in person and has proven to be the best experience of my life and I am only 3 weeks in. I would advise everyone to do an internship in the real estate industry (hehe I might be slightly biased).”**  
**-Wumi**

# Automotive & Mechanical Engineering

This is a joint sector, meaning that applicants who chose this sector could be placed within mechanical engineering more broadly or within the automotive industry more specifically.

The automotive industry refers to all of the companies and activities involved in the manufacturing of motor vehicles (for us at 10kBI, this includes those which are involved in the making of tyres, batteries and fuel although that is not always typical of the industry). It's one of the world's largest industries when judging by revenue and exhibits some of the highest spending for research and development globally. One in six businesses is dependent on the manufacturing, distribution, servicing or use of motor vehicles AND... it's one of the fastest growing industries in addition to being pivotal to the functioning of our economy. Need we say more?

The automotive sector is overflowing with exciting career opportunities. Some of the existing automotive careers include design, mechanical engineering, machinists, paint technicians, service technicians and more. Excitingly, as the rapid development of technology and increased environmental concerns have pushed the evolution of the vehicles we drive, the careers available in this industry have also expanded to incorporate a highly digital and energy-conscience dimension.

Mechanical Engineering is the side of engineering which combines engineering physics, mathematics and materials science for the purpose of designing, developing and manufacturing mechanical objects/systems. This covers everything from large-scale industrial machinery to trains, planes and cars as well as medical devices, mobile phones, bicycles, even chairs. Many of the internships offered through our programme in this sector are largely within the automotive field, but you might see some variation on this in the future!

If you are ambitious, solution-oriented, and have a passion for cars or an understanding of the challenges drivers might face, we would encourage you to consider this sector option.

# Consumer & Retail

The consumer business refers to any business-to-consumer structure where companies sell products directly to the final consumer; whereas, retail generally refers to the channel through which those products are sold (think shopping centres vs online shops). Demand is identified through supply chain analysis and the final goods or services are sold to customers through multiple channels of distribution to make a profit.

These two, when combined, cover anything from restaurants, to wholesalers as well as luxury goods.

This sector option provides an exciting opportunity to explore the complex interplay between consumers, competitors and suppliers. If you're interested in learning more about how mobile devices, increased price transparency and our societies' ever-changing behaviours are challenging firms to reform the way we shop, then this would be a fantastic opportunity for you.

The consumer and retail sector may provide opportunities in the core operations of a business - but we also have an internship sector option dedicated to operations and infrastructure on a broader level! Although not detailed in this handbook, operations and infrastructure is a great career for anyone interested in number crunching and helping support the functioning of any business. Ensure to research this sector if it sounds like something for you!

# Creative & Culture

At 10kBI we offer two sector options which are distinct but are interconnected with each other:

- Creative
- Culture

Creative, in our books, refers to industries and organisations which centre artistic expression. We're talking about the production of art, and other creative expressions.

Culture, on the other hand, includes any opportunities in cultural spaces & cultural organisations. These could be either commercial or state owned. Here, the focus is on the sponsorship, display and distribution of cultural goods and services (such as exhibitions, sports events, books, & films). Examples of these spaces could be art galleries, museums or stadiums.

Essentially, the cultural and creative industries include any endeavour based on cultural values or artistic expression. Being so broad, the variety of opportunities available are vast and multifaceted, calling upon a wide range of skill sets. It's worth keeping in mind that an internship within the creative industries might require some level of prior training or skill-development.

Opportunities within the cultural and creative industries are broad and, with the rise of social media, the scope of these industries grow each day. Whether you're looking for a full-time 9-5, freelance work, contractual work, or seek to be an entrepreneur, there is something in the cultural and creative industries that can appeal to everyone. If you're interested in work rooted in cultural values or artistic expression, these are the industries for you.

# Education

Here in the UK, our education system is divided into 4 main branches: Primary Education, Secondary Education, Further Education & Higher Education. Each of these branches brings different career opportunities and requires a different set of skills. Roles in education may include teaching, streams of academia such as research, access to education, head of a department and many more. There are many interesting careers within education and the sector is so broad - for example, have you considered becoming a Special Education Needs and Disability (SEND) expert, education welfare officer or even a career advisor?

This year through 10,000 Black Interns, many of the opportunities we are providing within education are sector specific roles rather than teaching roles. This means that you will have an opportunity to explore the fabric of what makes the sector so impactful and contribute to one of the most valuable facets of our society. Some of these roles may include admissions advisor, student services support, events officer, and more.

If you enjoy empowering others, learning and sharing information, and supporting learners to achieve their goals, then a career in education may be suited to you!

Do bear in mind that many roles within this sector choice will require a DBS check.

# Engineering

According to First Hand, "an engineer's goal is to solve a problem or design a new product according to specifications to meet a predetermined set of needs or requirements".

5.5 million people work in Engineering in the UK, accounting for 18% of all UK employment. That's almost 1 in 5 of all our working people! So "what's drawing so many people to this sector?" we hear you ask. Well, for one, it's just so broad. The sector covers space, nuclear, petroleum, oil & gas as well as automation & robotics. While the industry requires a broad range of engineers, each one will generally be focused on one or more of the following five areas: research, development, application, management, and maintenance. The specific areas that an engineer focuses on depends on the goals or needs of the business/project that they are working at a given time.

Another big draw to the sector is likely to be the significance of the industry's impact on our society & economy - engineering spans environmental, sustainable, commercial spaces and has an effect on all of us, from infrastructure to transport and technology.

An internship in Engineering through 10,000 Black Interns might involve working on your own projects, site visits, project management and more. This sector could be for you if you have a background in STEM, mathematics, natural sciences, physics and more.

We also offer opportunities in data, and operations and infrastructure, closely aligned fields for anyone interested in number crunching and supporting a business to run effectively. Ensure to do your research if it sounds like you might enjoy a career in either of these sectors.

# Finance

The financial services sector is highly varied. With many roles covering a wide range of areas, there are opportunities for more specialised practices or broader work.

Through 10,000 Black Interns, there are a number of “sectors” or work-streams that you can apply for within the finance world. Specifically, these include:

- Accountancy & Finance
- Corporate & Investment Banking
- Insurance & Long-Term Savings
- Investment Management
- Retail Banking

The nature of the work within these work-streams can vary significantly so make sure to do your research to gain a better understanding of what an internship might look like in each one or read some of the testimonials below. Generally, however, you should consider these sectors if you enjoy problem solving in fast-paced environments, can pick up trends and inconsistencies and are good with numbers. Commercial awareness will also be key in these internships so make sure to brush up on that too!

# Finance: Accountancy & Finance

Accounting is the process of recording financial transactions pertaining to a business. It is one of the key functions for almost any business, regardless of size. Accounting is a necessary function for decision making, cost planning, and measurement of economic performance. There are many different entry points into the accountancy profession, and it has a great reputation for successful school leaver schemes, internships and graduate schemes alike.

**I am based in Accounting / private peoples clients in the tax department. The day-to-day roles of the internship are quite similar, for example processing tax returns regularly. However, every client is different which is interesting. During my internship, I was also given an opportunity to present on a chosen topic - specifically, capital gains to members of the department. That was a brilliant experience. People at Crowe are amazing. They place an emphasis on ensuring the new employees and trainees are supplied with everything they need. My role is basically a caseworker whereby I process tax returns to interim and final. I am helping the manager in assisting with the client so I'm directly involved which feels great. So far it's gone very well. Challenging, but I enjoy the process so far. I have two more weeks and hope to make even more out of this experience!**

**-Jordan**

# Finance: Corporate & Investment Banking

Corporate & investment banks provide a range of financial services to companies, institutions and governments. You'll manage corporate, strategic and financial products, including mergers & acquisitions (where one company purchases or merges with another), bonds, shares and initial public offerings. Traditionally associated with corporate finance, an investment bank might assist in raising financial capital by underwriting or acting as the client's agent in the issuance of securities.

**“My internship is Fixed Income and Currencies within Investment Banking. My internship is just beginning however it's been a great experience so far. The first week is training and then we join a desk in which we rotate within two desks for the two months. It's a great opportunity to build a network and also to refine and gain new skills. There's been a large amount of support so far and all members of the team reach out to you and congratulate you for your achievements. It's a lovely experience and I couldn't recommend it more!**

**-Malik**

# Finance: Insurance & Long-Term Savings

The insurance & long-term savings sector is made up of companies that offer different services that aim to increase their customers' financial wellbeing. This sector is there to help individual consumers, business and also intermediaries.

In an ageing and underinsured population, this sector has the aim of making sure their customers are financially resilient for whatever the future may hold. The industry is now working harder than ever to help their customers achieve this resilience in a sustainable way. Professionals in this industry help customers protect the things that matter to them the most, for example their home, belongings, car, or family, and also help them to save for their future through work or personal pensions and investments.

# Finance: Investment Management

Investment management refers to managing the holdings within an investment portfolio, and the trading of them to achieve a specific investment objective. Investment management is also known as money management, portfolio management, or wealth management. It aims to meet particular investment goals for the benefit of clients whose money they have the responsibility of overseeing. These clients may be individual investors or institutional investors such as pension funds, retirement plans, governments, educational institutions, and insurance companies.



**My internship last year was based in Investment Management and this year it's based in Investment Banking. My first internship was 6 weeks long and I interned alongside 3 other interns (all a part of 10,000 Black Interns). The internship was both remote and in-person, and during that time I rotated through two teams for 3 weeks each, the Portfolio Management Team and then the Deal/Origination Team.**

**Throughout the six weeks, we were introduced to people all over the firm (Europe and USA) in different positions from associates to CFOs and had virtual teach-ins learning about the basics of Credit and Direct Lending. From week 2/3, we were given way quite a lot of independence; if there wasn't**

something scheduled, we could use that time however we saw fit: virtual chats, networking, working on tasks given to us by our team buddy or working on our presentation project. I would say some of the work I did when I was with the Deal Team had a wider impact. I got to work on the presentation for live deals and sit on calls with experts to extract useful information for the presentation.

Overall, I think the firm I interned at, Ares, did a great job at introducing us to all types of people that belonged to different divisions of the firm that played different positions. This gave us a well-rounded view of what a firm in Alternative Asset Management does, how they do it and who they do it for.

-Daniel



# Finance: Retail Banking

The role of retail banks (also known as high street banks) are to support individual customers and small businesses by providing a variety of financial services. Retail banking is a way for customers to manage their finances, have access to credit and deposit their money securely.

Services offered by Retail Banks include current and savings accounts, mortgages, loans and credit cards.

**“ I started my internship in the Retail Sector of Lloyds Banking Group on the 27th of June 2022. There are two other members in my team, and I go into the office twice a week. In general, my role involves onboarding and customer communication.**

**At Lloyds, there are no other interns in my team, but there are 19 interns in total, who all started on the same day, and the support we have received from Lloyds has been overwhelming.**

**Even though I just started my internship last week, I believe the impact of my role after the internship programme is to deliver solutions that will improve the digital onboarding for customers. So far, it has been a valuable experience, and thank you so much to 10,000 Black Interns for the awesome opportunity!**

**-Rita**

# Health Data Research

Health data research is the process of gathering and analysing information about people in order to preserve their health. It enables us to understand diseases and health conditions through a better appreciation of their causes, symptoms and the kind of people who are most at risk of becoming ill. In turn, this allows us to diagnose diseases earlier & to provide better, more efficient care and treatment. This is crucial to the improvement of healthcare for all!

At 10,000 Black Interns, this sector will see you working with some of the world's leading experts on life-saving research either in individual organisations or as part of our partnership with the national institute for health data research (HDR UK). The overall aim of the Health Data Science Black Internship Programme at HDR is to not only to continue to tackle the underrepresentation of Black talent within the health data science sector, but to also provide motivated candidates with the experience they need to kick-start their science, technology, engineering, and mathematics (STEM) careers. Click [here](#) for more information.

A key area of Health Data Research is Genomics. Genomics is the study of all of a person's DNA, not just the sections containing genes. Today, it is most often used to help diagnose people with rare diseases and cancers, and to help decide what treatment will work best for them. However, we now have significant genomic data and analytic tools that are useful for investigating the genetic

components of common diseases too - diseases like heart disease, diabetes, osteoporosis and the common cancers like breast, bowel and prostate cancer. These are the diseases that cause the most illness and place the greatest burden on NHS resources.

We can use these new genomic data and tools to identify people at higher risk of developing common diseases, many of whom are currently invisible to health systems like the NHS. These people can then be moved into some of the excellent prevention, screening and early diagnosis pathways we already have. That would result in better outcomes for those people, and a more efficient use of healthcare resources.

We also have a Data internship option for those interested in core data activities not necessarily related to Health. Although not detailed in this handbook, ensure to read up on what a career in data might look like for you!

# Healthcare Management

Healthcare Management, is the overall management and leadership of both public and private healthcare organisations. Its primary goal is to ensure that operations within the entire healthcare sector are seamlessly integrated and well-maintained. There are healthcare management roles for clinicians (Doctors, Nurses, Therapists, Pharmacists, etc.) but also many other functions and areas of expertise, including:

- Health Analysis
- Health informatics
- Policy & strategy
- Finance
- Human Resources
- General Management, project & programme management
- IT delivery, design and support services
- Commissioning
- Communications, engagement and marketing
- Training, Education, Leadership and career development
- Facility Management

You can explore current career opportunities [here](#).



**My internship is hybrid and lasts 6 weeks from 13th June to 22nd July. I'm working within the Quality Strategy team**

of NHS England and Improvement. There are no other interns in my particular team, but there are 74 10kBI interns with the NHS. I am working on an annual report based on the prevention on future deaths, which will be signed off by Stephen Powis (National Medical Director), as well as other smaller pieces of work based on early medical abortions. I have been attending meetings, taking minutes, and will hopefully have the opportunity to chair some meetings too. I will also have the opportunity to shadow in different areas of the NHS including the Incident Control Centre, and Genomics. I also had the opportunity to attend the NHS ConfedExpo in Liverpool, where I attended talks from Amanda Pritchard (the Chief Executive of the NHS), Sajid Javid (Secretary of State), and Stephen Powis. My role will impact work on the areas I am writing about and will help to set recommendations to prevent similar deaths, and improve quality of healthcare. Even though it has only been two weeks, I've been given a lot of responsibility and independence as I work on the annual report, but I'm also receiving a lot of support if I need help analysing data, and I am being given the opportunity to meet people from other parts of the NHS to learn more about the organisation as a whole.

So far, the internship has been very busy, yet fulfilling and I am learning new things everyday, whether it be directly about the NHS, improving my analytical skills, using Excel, or overcoming imposter syndrome and shyness to fully immerse myself in the team and take on new responsibilities.



# Human Resources

The fundamental aim of human resources is to allow an organisation to run smoothly. This is achieved by managing the employee life cycle: recruiting, hiring, onboarding, training, and termination. Crucially, an HR professional will have a hand in maintaining a fair environment for all employees and ensuring their rights and wellbeing as well as the diversity and inclusivity of the workplace. Many organisations will have an HR department – or a member of staff – responsible for managing the employee life cycle and, sometimes, employee benefits. The purpose of HR is to support employees and sustain a work environment that works well.

The responsibilities of an HR professional vary. They may support employees through offering training, providing career growth, and managing the impact of changes in staff's personal or work-related circumstances. At the same time, HR might have to conduct disciplinary actions in order to maintain the equilibrium of the workplace. Other responsibilities can involve maintaining employee records, updating policies and processing payroll. HR has the potential to contribute greatly to the overall success of an organisation.

# Legal

When thinking about a career in law, many people imagine the role of a corporate solicitor, some may envision that of a barrister – but the career opportunities within the legal sector are much broader. Other positions include: paralegals; in-house counsel; legal support staff; judges; magistrates; and roles within organisations such as the Civil Service, Bar Council, and Law Commission.

Here at 10kBI, we've broken this down into 4 different legal sector choices:

- Law (In House)
- Law (Private Practice)
- Compliance & Legal Support
- The Bar

We have a partnership with the Bar Council and the kind of internships you can expect within this sector of Law, are detailed below. If you are interested in in-house, private practice or compliance & legal support work, ensure to read up on what these opportunities might mean for you.

# The Bar

The Bar, as a sector choice, refers to opportunities relating to barristers. A barrister's work focuses on (written and oral) advocacy as well as the provision of specialist legal advice. They work mainly within the sphere of dispute resolution and of litigation. This means that, normally, their work has an element of contention or disagreement involved.

Candidates who successfully secure internships through our programme for The Bar, will rotate between 5-6 chambers spending roughly a week at each chambers. This will provide you with a priceless insight into different types of barristers' work and the ways in which it might differ depending on the practice area you choose to work within.



**My internship was at the Bar Council. Over the 6-week duration of my internship, I went to 6 different sets of barrister's chambers, each of which focused on a different legal area. While each chambers structured their weeks slightly differently, by the end of the 6-week period I had a definite insight into life as a barrister, as well as a clear sense of how each chambers ran day-to-day.**

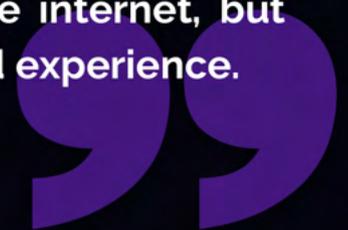
**During my internship, I got involved with various different things - for example: I shadowed barristers as they went about their daily tasks; I got to see lots of different types of court hearings (a handful of which were online or hybrid), such as appeals, PTRs and final hearings,**

I had the opportunity to have one-on-one conversations with barristers with a wide variety of experience – from those just completing pupillage to QCs with decades of experience; I also had the chance to speak with instructing solicitors across a range of practice areas and learn more about what their work entails; I had conversations with those who lead the pupil application processes at their respective chambers and gained invaluable knowledge about how they select candidates; I got to shadow an arbitration tribunal and an appointed person – both of which allowed me to see dispute resolution from another perspective; I sat with and had conversations with clerks about the bar from their perspective and the processes by which barristers obtain their work; and I completed written advice and advocacy exercises that mimics tasks done by practising barristers.

I really enjoyed my internship with the Bar Council, and the best thing about the scheme was the range of work and cases I was exposed to. I got to see and sit with barristers from a different practice area each week doing a range of tasks and this was especially helpful as it allowed me to think about which areas of law appealed the most to me and where I could see myself working in the future. Even within a set of chambers, the kind of work each barrister did was often very different and was something I didn't fully grasp until I saw it first-hand.

In addition, the opportunity to speak to barristers themselves, all of whom had a unique journey to the bar, was certainly a highlight. There are so many things, both about applying for pupillage and performing the job of a barrister itself, that you can't learn from the internet, but only from talking to a person with actual lived experience.

-Temi



# Management & Strategy Consulting

Management Consulting (also known as business consulting) is providing "advisory and/or implementation services to the (senior) management of organisations with the aim of improving the effectiveness of their business strategy, organisational performance and operational processes". It is the broadest area within the consulting industry covering up to 55% of that market.

Strategy consultants provide objective advice to senior members of organisations so that they can make high-level decisions. They use deep industry knowledge to help these companies to deliver their best results. Strategy consulting is often seen as the most prestigious segment of the consulting industry.

If you're motivated, enjoy problem solving and have an interest in helping organisations to operate better, then this option might be right for you.

# Marketing & Advertising

Marketing and Advertising are closely related. They all focus on generating an image or idea of an organisation, product or person within the eyes of the consumer, client or public, but they have slightly different functions and it is important to understand the distinctions.

Marketing is a broad area that entails strategy development, product development, consumer insights and understanding, data analysis, design, brand and both qualitative and quantitative market research. Marketing aims to gain an understanding of the marketing environment, develop and define products or services and prepare them for the market.

Advertising is focused on how marketers communicate information about the product or service to their consumers. Advertisers can work closely with individuals and organisations in the creative and cultural industries, creating content that appeals to consumers and encourages the sales of a product, service or experience.

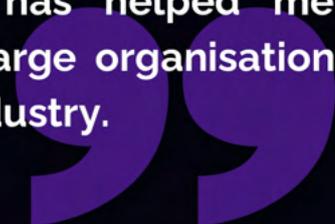


**I'm currently doing an internship in marketing. My internship is a hybrid one so I get to work from home most days and usually go into the office once or twice a week. The days I've gone in can vary from conducting off site store visits to general meetings or q&a's from the international leadership of the company.**

It's been nice to not just be sitting at a desk all day and actually getting some hands-on activities. It's also given me lots of training opportunities which I can use on my CV. There were a few other interns who joined through 10kBI and some who didn't but it's been lovely getting to know them all knowing we've started in the same boat. This role has definitely confirmed the industry I want to work in which I needed because my degree is in something quite different.

I absolutely love my team and they're very supportive of my career going forward! This internship has helped me understand the internal processes of a large organisation and make connections in the marketing industry.

-Aliceah

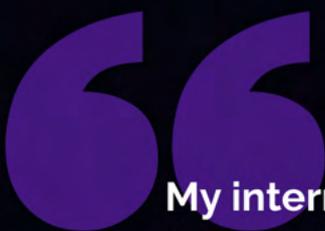


# Market Research

Market research is used by companies to learn about their customers, target audience, brand reputation, and other aspects of their business. It involves helping clients to gather & interpret information so that they can leverage their insights to shape marketing and sales strategies. It is, therefore, a critical part of many modern businesses.

Market researchers use a range of both quantitative and qualitative techniques such as interviews, focus groups, customer surveys, and data analysis. They use a variety of media for this purpose such as telephone, e-mail, social media, snail mail, and face-to-face interviews.

An internship in market research could take place in a market research agency, an advertising agency or even a specific department of any firm. You may be sitting with a research director or manager, research analyst, fieldwork manager, and/or statistician/data processing workers.



**My internship is based in Market Research.**

**I am only two weeks into my internship, and it's going great so far - I have learned so much already.**

**I have learned how to create topline reports for clients. My first draft topline report was commended by one of**

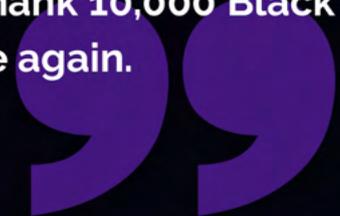
he research managers. I have been pulled into exciting project meetings that are of interest to me and provide me with good exposure to life in the market research industry. I have learned how to script surveys - this will come in handy when I sit down to write my disso next year! I have proofread written reports and PowerPoint presentations, and I have formatted questionnaire content. I've learnt about brands and the importance of having an excellent communication strategy, as well the importance of asking the right questions to respondents so that you can extract the most helpful information for clients.

I'm the only new intern, but some interns have been at the company for a bit longer and have been incredibly helpful in showing me the standard of work that is expected of me and have been so supportive of my work.

It's a hybrid model, so I'm only in the office twice a week, allowing me to change scenery and mingle with colleagues. There are plenty of social events at my workplace. We have 'first-month drinks' where my colleagues welcomed me into the fold with drinks paid for by the company and gave me a chance to connect with my colleagues in a non-work setting. We also have a sports day next week after work which I'm super excited about.

I feel so grateful, and I would just like to thank 10,000 Black Interns for this incredible opportunity once again.

-Voke



# Media

Media is the main means of mass communication and spans broadcasting, publishing, and journalism. The media industry is, therefore, defined as a varied collection of organisations that produce and publish information (content). The way that information is communicated differs enormously, for example through traditional (newspapers, magazines, brochures, and pre-recorded broadcasts) and digital (web, social media, blogs, YouTube, podcasts).

The media industry is very extensive, and present in every industry from food, entertainment & finance to medicine. The industry is constantly evolving, so it offers an exciting challenge.

The modern media industry includes any business that communicates information to an audience and is made up by individuals and organisations who finance, produce, distribute, exhibit, or retail media products and consequently There are many different career paths within the industry.

An internship in Media could include a range of activities from editorial administration, research or producing content.



**My internship is based in Media, Arts, & Sports, with Sky Sports News. With my internship, my role changes daily. It involves editing, writing articles, going to shoots, contacting athletes/politicians/coaches etc. I am given a lot of independence in my role at Sky Sports News as**

I have been given the opportunity to publish my work on TV and SSN social media platforms. My internship is in person, where I work 9am-5pm on weekdays, with some changes when I get the opportunity to go on shoots. This internship has given me a lot of valuable experience, to not only work in one particular area of the media but also to try working in different departments. Going into this internship I had no experience in this particular industry and three weeks in I have already learned so much. I now have a definite career plan for the future.

-Elle



# Not-For-Profit

In a Not-for-profit organisation, all income earned or received by the organisation is used in pursuing the organisation's objectives and keeping it running. Hence, the organisation does not exist to make profit.

Charities come to mind when we consider not-for-profit organisations. This is because a charity is a type of not-for-profit organisation whose activities are aimed at improving the lives in a community. However, there are other organisations which may not qualify as charities and are nevertheless not-for-profit organisations. These include community benefit societies, non-charitable housing associations, non-governmental organisations (NGOs) campaigning for changes in specific aspects of law, and non-charitable social enterprises which have social and commercial objectives, as well as not-for-profit universities. This sector plays a vital role in supporting communities at a local level, affecting policy, providing education, and producing lasting change.

Examples of the type of work you could be doing in such organisations are listed below:

- Fundraising
- Governance
- Research
- Project Management

# Policy & Public Sector

While the most obvious context for a policy worker is the Civil Service, employers of policy professionals can include central and local government, political parties, think tanks, pressure groups, charities as well as political strategy and public affairs consultancies. Simply put, policy professionals work to design, develop and propose appropriate courses of action to help meet key priorities and objectives.

In the public sector, policy officers conduct research, plan and develop services, and also have an advisory role. They often advise MPs & senior management on policy, planning and development. On the other hand, those who work within the voluntary sector and in consultancies try to influence and inform policy. They do this by building relationships with governmental organisations and with clients.

If you're interested in a role in policy, you may have an interest in politics, public policy & international relations. Candidates who are skilled researchers and are able to synthesise large amounts of information into digestible content will also excel in this sector.

# PR

PR is short for Public Relations. PR is the practice of communicating information about an individual or organisation with the goal of influencing public perception. This can vary greatly but includes crisis management, media relations, community relations, corporate responsibility and public affairs.

Those who work in public relations are good storytellers. It is a role that would appeal to anyone who is persuasive, personable and good at influencing others. Public perceptions of individuals, brands and organisations often have a key influence on the individual, brand or organisation's success.

# Recruitment & Executive Search

In the recruitment sector there are two different types of firms. There are Contingent Recruitment Agencies and Retained Executive Search firms. Contingent Recruitment Agencies work with employers who are looking for temporary staffing or permanent lower/middle level roles such as graduates and mid-level managers. The other type of firm is Retained Executive Search firms, also known as 'headhunters'. These firms work with employers who are looking for senior level roles such as executive and non-executive roles.

Contingent recruitment agents create a link between clients and candidates and only receive commission if their proposed candidate is hired. Essentially, they find people for jobs, and engage with candidates proactively seeking a new role. Clients will usually have multiple contingent firms working on one vacancy at a time, meaning that the project is not exclusive. In a retained search, a portion of the payment is made up-front as clients have agreed to only work with one firm for the appointment; typically, an exclusive search. Here, typically firms find passive candidates for senior roles – candidates are not actively seeking a new position but are 'headhunted' by an Executive Search firm on behalf of a client.

In terms of the roles within each firm, both types of firms will have Consultants or Agents who are the fee earners, responsible for revenue generation and client management. A critical team within

Executive Search firms is the Research team, where Researchers scour the market for potential 'passive' candidates who could ultimately be presented to clients. Hundreds of candidates can be contacted just for one senior role. There are also other project management, support and executive assistant roles within both Agencies and Executive Search firms.

A career in recruitment may interest those who enjoy managing their own time, can communicate effectively, can succeed under pressure and are comfortable communicating with a wide range of people, including those abroad. It can also be for those who enjoy researching, learning about a range of different sectors, are resilient and can advocate! Recruitment can be competitive, but it can also be incredibly rewarding.



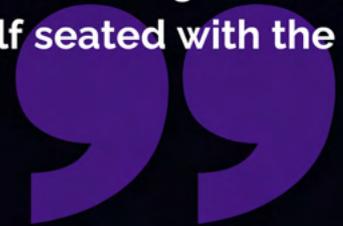
**I started my internship in Recruitment & Executive Search with Sheffield Haworth on the 6th of June 2022. The internship is hybrid: most days I'm in the office and a few times a week, I work from home which is helpful because it allows me to learn how to work within a hybrid working culture. It started with a two-week onboarding process and an introduction to the company but now I am involved in important research work which is necessary to meet client requirements. My tasks are varied but in the same practice area of the company. It involves me providing support to associates, consultants, and Managing Directors. I have sat in on calls and meetings with clients to observe the executive search process.**

**I am part of a team of about 25 people. Three of us are 10kBI interns, and there is another intern in the team who is not from 10kBI. In addition to the interns, there is**

also a 10kBI Alumna who is now completing a placement with the firm. We are being highly supported. Each of us has our own company laptop which was set up before we started. We also have someone assigned to us- readily available to answer our questions and help us every step of the way.

I'm learning a great deal: especially about the executive search industry, gaining presentation skills, getting insights on how a diverse work culture looks, and hot-desking (which is very interesting as oftentimes I find myself seated with the company's Chairman/CEO, global MDs).

-Ayomide



# Sales

Sales is one of the largest industries in the UK – roughly 1 in 6 employees in the UK work directly or indirectly in sales.

Door-to-door trading is commonly associated with the industry but is just one of many roles. Sales includes negotiations between businesses as well as the sale of a product to the end consumer. The sales sector plays a crucial role within the economy as its core aims are to satisfy consumers whilst generating the highest amount of revenue possible. The industry is fast paced, exciting and full of charm.

Soft skills are key to succeeding in a career in sales. If you are:

- Good at building relationships
- Able to communicate in a digestible way
- Approachable
- Good at time management
- Persuasive
- Interested in staying up to date with developments in culture

There are a broad range of roles within the sales sector, and a multitude of apprenticeships and internship opportunities too.

# Technology

The Technology sector has, in many ways, driven the development of most modern sectors across markets. It was already one of the most rapidly developing and most dynamic sectors before the pandemic but now the growth in interest for careers in this sector is exponential. There has never been a better time to consider a career in Technology.

When considering roles in the technology sector, it's easy to limit your imagination to the developer, engineer, data scientist or any other role requiring a technical background. However, this would be a big oversight as you would be missing out on the non-technical roles which don't require any coding or core IT skills yet make up 43% of the jobs in the sector. These roles are just as important, stretching and lucrative as the more technical roles. Examples of some non-technical roles include content management, product managers, Sales, Corporate functions (HR/Finance/marketing) and UX designers.

As with many of our other sector options, this internship could potentially be in a firm whose overarching business is not technology. For example, it could be alongside a developer or IT support officer in a charity, bank or other firm/organisation.

# Utilities & Infrastructure

The utilities & infrastructure sector refers to a category of companies that provide essential amenities, such as water, sewage services, electricity, dams, and natural gas. This also includes any part of the supply, distribution or reticulation network operated by a Utility, including poles, pipes, cables, wires, conduits and tunnels, as well as rail and tram infrastructure.

An internship in the utilities & infrastructure sector could involve you working in Customer Operations and Engineering, to Technology, Finance and Human Resources. You might try your hand as a Sustainability Analyst, working with supply chain and procurement teams to ensure the environment is at the forefront of our minds when making decisions about the materials we source for our network. You may work on digital infrastructure and research ways to improve connectivity across the country, or help scope out new sources of renewable energy. Whether you're in a head office or out on site, there's always plenty going on. The possibilities are (almost) endless!