



Internship Position Description

Organization Name _____
Contact Person _____ Title _____
Phone _____ Fax _____ E-mail _____
Address _____
Street City State Zip

Internship Data

Job _____ Title: _____

Job Location: _____

Business Description:

Job Description (may attach an Internship Syllabus):

Compensation: _____

Job Period (Fall, Spring, Summer): _____

Special Requirements (language, computer skills, etc.):

Application Procedure

Materials Required:

Which application materials would you like the student to supply?

_____ Special Application (Please send us a supply of your applications)

_____ Personal Resume

_____ Letter of Interest

_____ Transcript (unofficial)

_____ Letter(s) of Recommendation (How many? ____)

Selection Process:

_____ Initial interviews will be on campus (Please contact the Internship Coordinator to arrange on-campus interviews).

_____ Initial interviews will be off campus at our office.