

Internship Application

Job Description:

Job Title

Reports To:

The **job title** will report to **position title**.

Job Overview:

Provide a brief, four-sentence description of the role, what success in the position looks like, and how it fits into the company or organization overall.

Responsibilities and Duties:

- List the essential duties required to carry out this job.
- List them in order of importance.
- Use complete sentences.
- Start sentences with verbs.
- Use the present tense.
- Use gender-neutral language.

Qualifications:

- Education level.
- Experience.
- Specific skills.
- Personal characteristics.
- Certifications.
- Licenses.
- Physical abilities.

Applicant first name *

Last name *

Street address *

Apartment, suite, or unit #

City *

State *

▼

Zip code *

Phone number *

() -

Email address *

Education

Are you currently enrolled in school? *

☐ Yes

☐ No

School attending or last attended *

Days available *

☐ Mon

☐ Tue

☐ Wed

☐ Thu

☐ Fri

Upload supporting documents like your resume, cover letter, CV, etc.

Choose files

No file chosen

Submit