

INTERNSHIP PACKET CHECKLIST

DEADLINE: Friday, March 8th 2019

You should have all the following items in your folder before you drop it off to your guidance counselor. Do not hand in partial packets.

- ✓ COMPLETED APPLICATION

- ✓ ATTACHED PHOTO OF YOURSELF
Space is provided in top left hand corner of application

- ✓ LETTER OF INTENT
Why you want to participate in an internship and why you feel it will benefit you and your future career goals.

- ✓ AN UPDATED RESUME

- ✓ SIGNED SEALED ENVELOPE FROM ONE TEACHER
You are to hand a teacher an envelope with your name on it and "internship recommendation". A teacher of your choice will complete the teacher recommendation form included in your packet and then seal and sign the seal and return the envelope to you to include with your application.

- ✓ SIGNATURE FROM GUIDANCE COUNSELOR
This indicates that you have room in next year's schedule to participate in the internship program and you have completed all the necessary paperwork requested.

Signature _____