

Interest Letter Requirements

Applicants must submit a Letter of Interest that includes the information outlined below. Please be clear, thoughtful, and concise. This letter helps us understand your interests, skills, and goals.

Include the following at the top of your letter:

- Full name
- Cell phone number
- Email address *This will be our primary method of communication, so please ensure it is monitored regularly.*
- Will you have a valid driver's license by June 15? (Yes/No)
- Will you be 17 years old by June 15? (Yes/No)
- Please rank your areas of interest in order of preference
 - Architecture
 - Communications
 - Construction Management
 - Engineering (civil, structural, mechanical, etc.)
 - Project Management
 - Skilled Trades (Plumbing, electrical, framing, etc)

Introduction: Begin with a brief introduction that includes your current school, grade level, and a short statement explaining why you are interested in the Facilities Development summer internship.

Body:

Explain Your Interest: Describe why you are interested in the internship and how it aligns with your academic interests and future career goals. Clearly identify your area(s) of interest, such as: architecture, communications, construction management, engineering, project management, and/or skilled trades.

Highlight Relevant Skills and Experiences: Share any coursework, extracurricular activities, volunteer experience, or part-time jobs that have equipped you with skills or experiences related to the internship.

Describe Desired Outcomes: Explain what you hope to gain from participating in the internship and how this experience may influence your future education or career plans.

Show Enthusiasm: Demonstrate your excitement about the opportunity and your willingness to learn, grow, and contribute as an intern.

Conclusion: Summarize your interest and reiterate your enthusiasm for the internship. Indicate that you are looking forward to the opportunity to further discuss your application.