

## ENDOWED INTERNSHIP FUNDS

The following Endowed Internship Funds were established to supplement funding for unpaid internship opportunities for Hobart and William Smith students. Internships allow students to explore careers, relate their academic knowledge and occupational skills and apply these relationships to diverse situations within a professional environment.

### **HARRY W. BOWMAN, '65**

Created by gifts from Mr. Harry W. Bowman '65

### **L. THOMAS MELLY '52**

Established by Charles H. Salisbury, Jr. '63, P'94 in honor of L. Thomas Melly '52.

### **RALPH A. and JANE M. PICA**

Established by Ralph and Jane Pica.

### **JOHN A. ROSS '66**

Created by a gift from John A. Ross '66

### **CHARLES H. SALISBURY, JR. '63, P'94**

Established by L. Thomas Melly '52 in honor of Charles H. Salisbury, Jr. '63, P'94

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#### **APPLICANT ELIGIBILITY:**

All returning students enrolled at Hobart and William Smith Colleges are eligible to receive an award for summer internships.

#### **APPLICATION PROCEDURE:**

Please submit the following to the Salisbury Center for Career Services, Trinity Hall, 1<sup>st</sup> Floor, by 5:00 PM, Friday, April 10, 2009.

- \_\_\_\_\_ 1. **Application form**
- \_\_\_\_\_ 2. **Current resume**
- \_\_\_\_\_ 3. A **personal statement** of no more than 2 pages (double spaced) that responds to all of the following:
  - a. Explain how the internship will contribute to your career goals.
  - b. Describe your personal interest in and qualifications for the internship:
    - your personal objectives and expectations for the internship;
    - personal qualifications, special experiences, specific skills, or academic preparation relevant to the proposed internship; and
    - specific contributions you feel you can make to the worksite described.
- \_\_\_\_\_ 4. The **internship posting** to which you have applied, along with a description of the organization.
- \_\_\_\_\_ 5. A **budget statement** detailing out your specific costs to be incurred with this internship (i.e. rent costs, transportation costs) Estimates are acceptable but must be realistic and appropriate. Providing specific documentation wherever possible will be helpful.
- \_\_\_\_\_ 6. **One letter of recommendation**, to be forwarded by the individuals directly to *Career Services* by April 10th.

**APPLICATION FORM**

**BOWMAN, MELLY, PICA, ROSS, AND SALISBURY ENDOWED INTERNSHIP FUNDS**

*Please print neatly in ink or type.*

**Name:** \_\_\_\_\_ **College:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

**Class year:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

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**CURRENT ADDRESS:**

**Campus Box:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

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**ADDRESS DURING THE SUMMER BREAK:**

**Street:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

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**BRIEF DESCRIPTION OF THE INTERNSHIP AND ORGANIZATION:**

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**Have you been accepted to this internship yet?** \_\_\_ Yes \_\_\_ No

**Applying for monies to supplement:** \_\_\_ unpaid internship