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, 1st 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: ________________________________

________________________________________________________

CURRENT ADDRESS:

Campus Box: ___________ Phone Number: __________________________

________________________________________________________

ADDRESS DURING THE SUMMER BREAK:

Street: _______________________________________________________

City: __________________________ State: _______ Zip: ____________

Phone: _________________________ E-mail: _________________________

________________________________________________________

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