

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

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 4:00 p.m. on Monday, March 21st.

- _____ 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. You do not need to have been accepted to your internship upon application.
- _____ 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 March 21st.

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: _____ Permanent E-mail: _____

BRIEF DESCRIPTION OF THE INTERNSHIP AND ORGANIZATION:

Have you been accepted to this internship yet? Yes No

How many hours will you be working per week at this internship? _____

Does your internship provide any funding (bus pass, lunch stipend, etc.) ? Yes No
If yes, please note how much and what it covers. _____