



# INTERNSHIP OPPORTUNITIES AT SKYLINE COLLEGE

## Are you...

- A hard working self-starter?
- Interested in gaining real-world job experience?
- Looking for experience in an exciting business setting?

If you are, this program is for YOU!

## Important Information:

- Minimum commitment of 5 hours/ week
- Earn COOP credits
- This is an UNPAID position

## Requirements

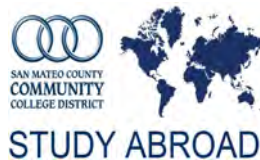
1. Completed Internship Application
2. Resume - no more than 2 pages
3. Cover Letter - 1 page

Apply at [skylinebaec.org/internships.php](http://skylinebaec.org/internships.php)

## POSITIONS AVAILABLE with...



The Bay Area Entrepreneur Center



Study Abroad & Exchange Program



The Center for International Trade Development (CITD)



Center for Career and Workforce Programs



Career Services Center

For more information, email or call us at:

[baec@smccd.edu](mailto:baec@smccd.edu) | (650) 825-6840



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And other Exciting Programs!

For more information, visit us at:

[www.skylinebaec.org](http://www.skylinebaec.org)

# INTERNSHIP APPLICATION

Business, Education & Professional Programs (BEPP) Division

## Personal Information:

Name:

Email:

Phone:

G #:

## Educational Information:

Campus:

Affiliation to SMCCCD?

Do you plan to enroll in COOP 670 to earn credit?:    Yes    No

Major Areas of Studies:

## Reference Information:

Reference Name:

Reference Email:

Reference Phone:

Relation to Reference?:

### Applicant Acknowledgment and Certification:

I hereby acknowledge that my application for an internship position at BEPP is not considered complete until I have submitted :

- Complete Application
- Resume (no more than 2 pages)
- Cover Letter (no more than 1 page)

I hereby certify that the information provided in the above listed application documents is true and complete to the best of my knowledge:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# INTERN ASSESSMENT –AVAILABILITY

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## 1) Please indicate your internship availability during this semester:

	Mon	Tues	Wed	Thu	Fri	Other: _____
9am-11am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11am-1pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
1pm-3pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3pm-5pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

## 2) Please indicate if you are available to work on the following:

Early morning events (7am-9am)	<input type="checkbox"/>	Notes: _____
Evening events (5pm-7pm)	<input type="checkbox"/>	_____
Weekend events	<input type="checkbox"/>	_____
Off site Events	<input type="checkbox"/>	_____

# INTERN ASSESSMENT *-INTEREST*

## Skyline College Internship Program

3) Please rate your experience level in the following programs:

	N/A	Beginner	Intermediate	Advanced	Expert
Excel	<input type="checkbox"/>				
PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4) Please rank the duties from 1 (*most desirable*) to 7 (*least desirable*):

Data research	_____
Database management	_____
Developing e-newsletter content	_____
Maintaining resource library	_____
Manage social media accounts	_____
Office organization	_____
Tabling at events	_____

5) Which location are you interested in interning for (Bay Area Entrepreneur Center, Center for International Trade Development, Study Abroad, Career & Workforce Development, Career Services Center)?

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6) Are there any special skills/talents that you are looking to use/develop during your internship?

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7) How did you hear about us?

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