

This policy is designed to describe the internship site selection process and placement of students.

The following are the steps in the process:

### 1. Availability

When a student is ready to begin an internship, they should contact the Career Center to determine if there are any openings available.

### 2.

Students should be prepared to provide a resume and a cover letter. The resume should be tailored to the specific internship position and should highlight the student's relevant skills and experiences.

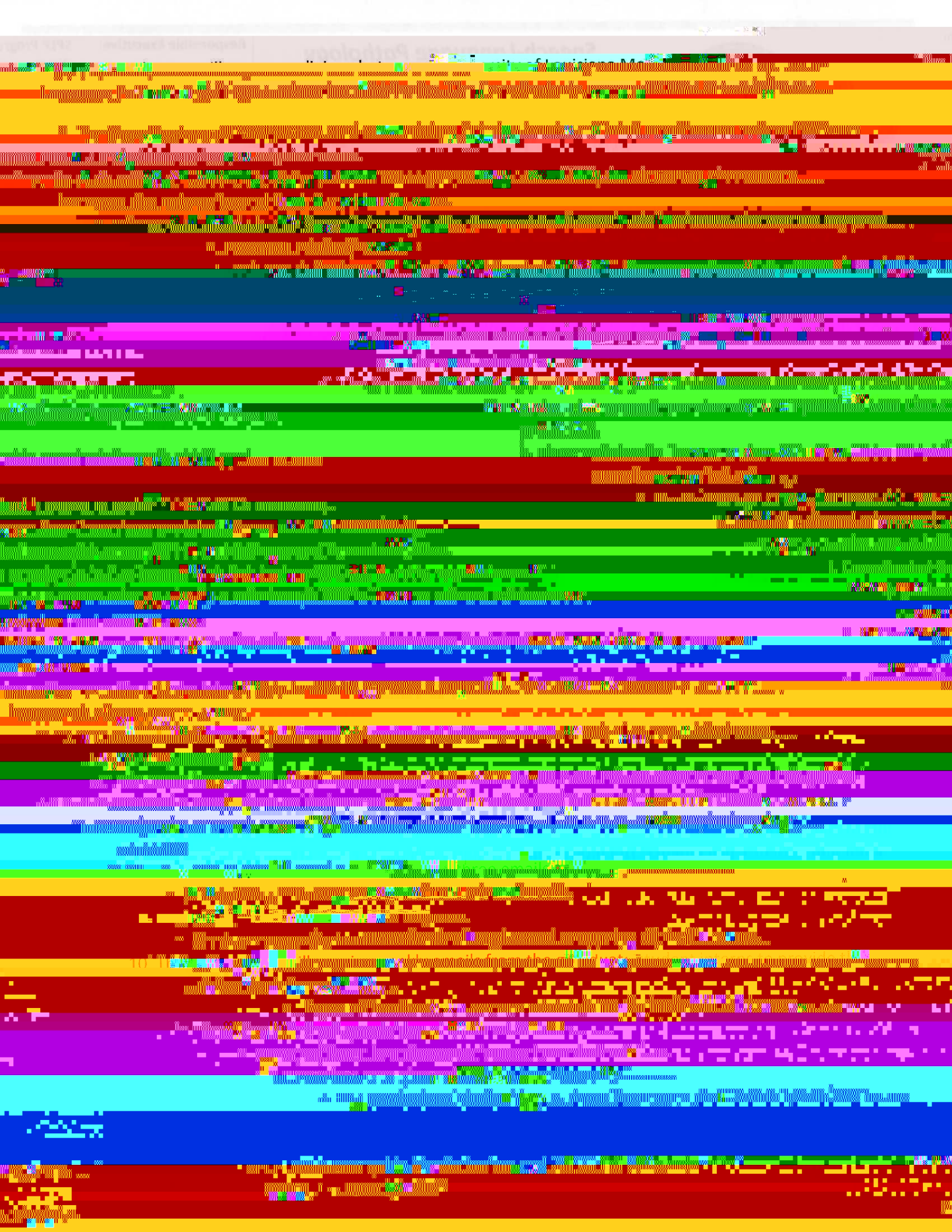
The cover letter should be addressed to the appropriate person at the organization and should explain why the student is interested in the position and how they believe they can contribute to the organization.

Students should also be prepared to answer questions about their academic performance, their career goals, and their availability for the internship.

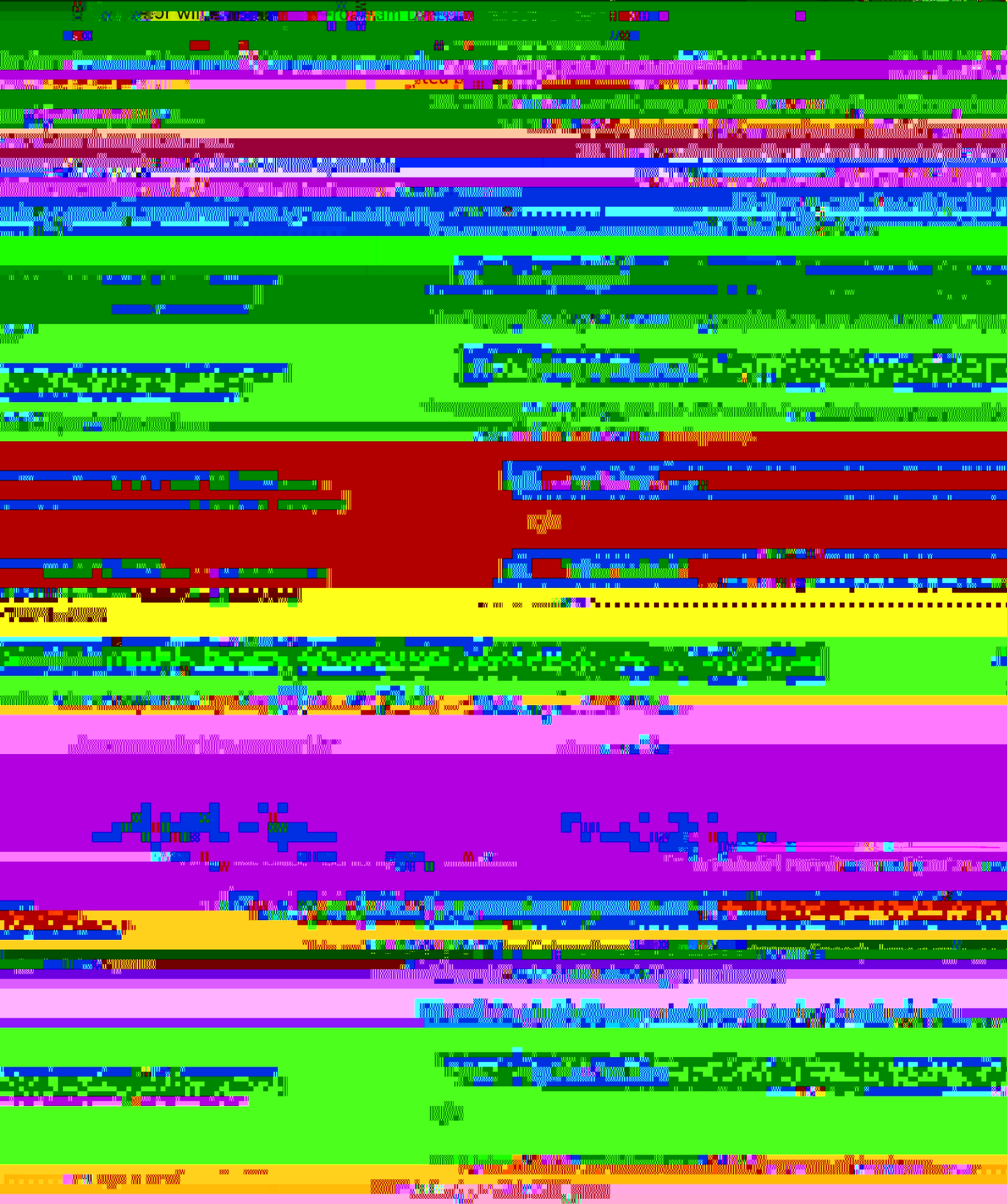
Once the student has submitted their resume and cover letter, the Career Center will review their application and contact the student if they are selected for an interview.

The Career Center will also provide support and guidance throughout the internship process, including help with resume writing, cover letter writing, and interview preparation.

Students should contact the Career Center at any time if they have any questions or need assistance.



# Line Coordinates



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