

## Internship Interview Appointment

Intern Information:

Full name \_\_\_\_\_

Home Address \_\_\_\_\_ apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ mobile \_\_\_\_\_ email \_\_\_\_\_

Directions: You will contact the internship sponsors, identifying yourself as \_\_\_\_\_ a senior from \_\_\_\_\_ who would like to set up a appointment for an interview for an internship at \_\_\_\_\_ (their organization or business).

Once you have contacted your possible internship sponsor and set up your interview date and time. Find out whom you will be interviewing with.

- Make a copy of this sheet to give to the internship coordinator at school.
- Do your homework. Review the Interview Tip Sheet.
- Find out about the organization, contact students who worked there before.
- Prepare a resume and cover letter specifically geared for the sponsor.
- Get a letter of recommendation from a teacher and/or former employer.
- Visit the site beforehand, practice traveling there.

Internship Sponsor: \_\_\_\_\_

Contact name \_\_\_\_\_ title \_\_\_\_\_ telephone \_\_\_\_\_

Address \_\_\_\_\_ cross street(s) \_\_\_\_\_

Travel directions- nearest bus/subway stop \_\_\_\_\_

Date of appointment \_\_\_\_\_ day of week \_\_\_\_\_ time \_\_\_\_\_

-----

Internship Sponsor: \_\_\_\_\_

Contact name \_\_\_\_\_ title \_\_\_\_\_ telephone \_\_\_\_\_

Address \_\_\_\_\_ cross street(s) \_\_\_\_\_

Travel directions- nearest bus/subway stop \_\_\_\_\_

Date of appointment \_\_\_\_\_ day of week \_\_\_\_\_ time \_\_\_\_\_

-----

Internship Sponsor: \_\_\_\_\_

Contact name \_\_\_\_\_ title \_\_\_\_\_ telephone \_\_\_\_\_

Address \_\_\_\_\_ cross street(s) \_\_\_\_\_

Travel directions- nearest bus/subway stop \_\_\_\_\_

Date of appointment \_\_\_\_\_ day of week \_\_\_\_\_ time \_\_\_\_\_