



FOR OFFICIAL USE

Interview Date/Time: _____
 Interview Completed: Yes / No
 ____/____/____ Notified Accepted / Denied
 ____/____/____ Internship Start Date
 ____/____/____ Internship Completed

INTERNSHIP APPLICATION FORM

Today's Date ____/____/____

Note: Internships are completed in **Delray Beach, FL.**

Personal Information

First Name _____ Last Name _____
 Current Address _____
 City _____ State _____ Zip _____
 Phone Number _____ E-mail Address _____
 College or University _____ Major/Concentration _____
 Degree awarded or working toward _____
 Number of semesters completed _____ Anticipated graduation date _____
 I am currently a: Senior Junior Sophomore Other _____

Internship Information

Internship terms are flexible, but a 3 month minimum commitment is preferred.
 Please indicate your availability:
 Summer (June through August) **Winter** (December through February)
 Fall (September through November) **Spring** (March through May)
 If other, please specify: _____
 Will you be available for: Full-time, 35+ hrs/week Part-time, 15-20 hrs/week
 Days/Times Available: Mon. _____ Tues. _____
 Wed. _____ Thur. _____ Fri. _____

Are you seeking a school credit or unpaid internship? Unpaid School Credit Both

Cultural Explorations has a variety of operational needs.
 Please indicate if you have experience in any of the following areas:

- | | | |
|------------------------------------------------|-------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Office Administration | <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Customer Service |
| <input type="checkbox"/> Database Management | <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Document Filing | <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Accounting |
| <input type="checkbox"/> Scanning/Copying | <input type="checkbox"/> Proofreading & Writing | <input type="checkbox"/> Budgets |

Job Placement

I am interested in job placement: Yes** No

References

Please provide two professional references. Do not list friends or relatives.
 1. Name _____ Phone Number _____ Email _____
 Address _____
 City _____ State _____ Zip _____



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Relationship _____

How long have you known this reference? _____

2. Name _____ Phone Number _____ Email _____

Address _____

City _____ State _____ Zip _____

Relationship _____

How long have you known this reference? _____

Attachments

Please submit the following materials as part of your application package:

Personal Statement: Please write a cover letter stating:

1. Why you are interested in an internship at Cultural Explorations Cuba and why you think you are the best candidate for the position.
2. Projects and activities at Cultural Explorations Cuba that interest you (feel free to consult our website).
3. How an internship at Cultural Explorations would relate to your academic and career goals.
4. A brief description of what you have to offer – special skills, interests, education or training.

Resume: Attach a resume in which you list relevant coursework, employment history, and other relevant experience.

Writing Sample: Please provide a recent 1-3 page writing sample. This can be a school paper or any other professional writing sample.

Letter of Recommendation: Provide one letter of recommendation from a current or former professor or employer. Indicate in this application if the letter is included or will be sent separately.

Please return completed application and attachments via email (preferred method) or mail to:

Cultural Explorations Cuba
 352 NE 3rd Ave. Delray Beach FL, 33444
info@cultural-explorations.com
www.cultural-explorations.com

Please note that Cultural Explorations Cuba is not able to provide housing for interns.

**Note: Paid internships are only offered on a very limited basis. Unpaid or for School Credit are preferred.*

***Although Cultural Explorations boasts a 90% job placement rate, this does not guarantee that you will be placed in a position upon completion of your internship.*