

INTERNSHIP APPLICATION FORM

Date _____/_____/_____

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 _____

Internship Information

Internship terms are flexible, but a 3 month minimum commitment is preferred.

Please indicate your availability

- Summer (June through August)
- Fall (September through November)
- Winter (December through March)
- Spring (February through April)

If other, please specify:

Are you seeking a paid or unpaid internship?

- Paid* Unpaid Either

Attachments

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

Personal Statement: Please write a short proposal in the form of a cover letter stating

1. Why you are interested in an internship at ASK, and what field is of interest to you.
2. How an internship at ASK would relate to your academic and career goals.
3. 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, internship history, and other relevant details.

Writing Sample: Please provide a recent 3-5 page writing sample.

Letter of Recommendation: Provide one letter of recommendation from your institution. Indicate in this application if the letter is included or will be sent separately. You may wish to contact ASK via email regarding internship openings before proceeding to this step.

Please return the completed application along with attachments via email to

admin@adabsinghkapoor.com