



# INTERNSHIP APPLICATION FORM

Today's Date: \_\_\_/\_\_\_/\_\_\_

PLEASE PRINT CLEARLY & COMPLETE ALL BLANKS.

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_/\_\_\_/\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Academic Institution: \_\_\_\_\_

Academic Major/s: \_\_\_\_\_ Minor/s: \_\_\_\_\_

**Academic Year:** Freshman \_\_\_ Sophomore \_\_\_ Junior \_\_\_ Senior \_\_\_  
**OR** Grad Student \_\_\_ Recent Grad \_\_\_ Not in School \_\_\_

Is this internship intended to earn academic credit in your major? Y \_\_\_ N \_\_\_

**Course Name:** \_\_\_\_\_ **Course #:** \_\_\_\_\_

**Faculty/Co-Op Contact Name:** \_\_\_\_\_

Title: \_\_\_\_\_ Dept: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_/\_\_\_/\_\_\_ XT \_\_\_

Mailing Address: \_\_\_\_\_

**Requested Internship Period:** SPRING \_\_\_ SUMMER \_\_\_ FALL \_\_\_

**Time Period:** \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

**Exact Date you can begin Internship:** \_\_\_/\_\_\_/\_\_\_

**Work Availability** (fill in hour & circle the time of day):

- MO \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm
- TU \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm
- WE \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm
- TH \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm
- FR \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Software & Online Proficiencies (*indicate all that apply*)

MAC ____	Microsoft Office ____	Dreamweaver ____	Twitter ____
PC ____	Photoshop ____	Contribute ____	YouTube ____
Web/HTML ____	Pagemaker ____	Illustrator ____	Final Cut Pro ____
	Quark ____	Facebook ____	Avid ____

Other: \_\_\_\_\_

Indicate your skill level for these educational / professional experiences (*Rate experience level from 1-10, with 1 as lowest and 10 as highest.*)

Data Entry ____	Graphic Design ____	Public Relations ____
Digital Imaging/Scanning ____	Marketing ____	Social Networking ____
E-Marketing ____	Online Research ____	Technical Writing ____
File Management ____	Promotional Writing ____	Web Design ____

What area(s) are you most interested in pursuing? (**1** (low) to **10** (high) job preference)

- Marketing & Promotion \_\_\_\_
- Grant Writing & Fundraising \_\_\_\_
- Online Research \_\_\_\_
- Film Distribution \_\_\_\_

What would you like most to gain from this position?

What are the best skills you have to offer to this internship? (*Writing, research, office management, office equipment, software, etc.?*) Be specific regarding your proficiency level: Beginner, Working Knowledge, Professional, or Expert

Please attach your professional resume, and the names/contact info for **at least three professional/academic references**, to this application.

Send your completed internship packet (*application, resume and list of references*) to Media Projects.

**EMAIL:** mail@mediaprojects.org    **FAX:** 214-826-3919

**MAIL:** Media Projects, Inc. ATTN: Internships . 5215 Homer Street . Dallas, TX . 75206