MC2 Internships

"A One on One relationship with an adult, doing real work around a student's interest outside of the school building"

"Empowering each individual with the skills and knowledge to use his or her unique voice effectively, and with integrity, in co-creating our common public world."

~ MC² Mission

Pre-Internship Process

1. IDENTIFY interest with Advisor
   TAKE interest survey at www.cx.bridges.com
   PUT record of interest survey in Work Area

2. DEVELOP a resume

Advisor discusses student interest with Internship Coordinator and checks Internship database for sites.

3. REVISE resume and cover letter

4. RESEARCH career/work site
   RESEARCH internship interest at Career Explorer
   COMPLETE First Class Internship Research Form

Once the Advisor and Internship Coordinator have made initial contact with the site,

5. PRACTICE phone calls with Internship Coordinator
   CONFIRM an Interview (Advisor monitors the call.)

6. MAIL cover letter and resume

7. PRACTICE for interview
   DEVELOP a minimum of eight interview questions
   COMPLETE First Class Interview Form,
   using the First Class Research Form as a reference

8. ATTEND interview with Advisor
   INTRODUCE self and state interest
   ASK questions & write down answers
   THANK interviewer

Student, Advisor and Internship Coordinator discuss the viability of internship and identify a follow-up timeframe.

9. ENTER Interview answers in
   First Class Internship Form

10. SEND a Thank You letter within one week

During the Internship

1. REFLECT in the First Class Internship Journal Form

2. NEGOTIATE a project with Mentor and
   Advisor,, with a timeline, by the end of 3 weeks

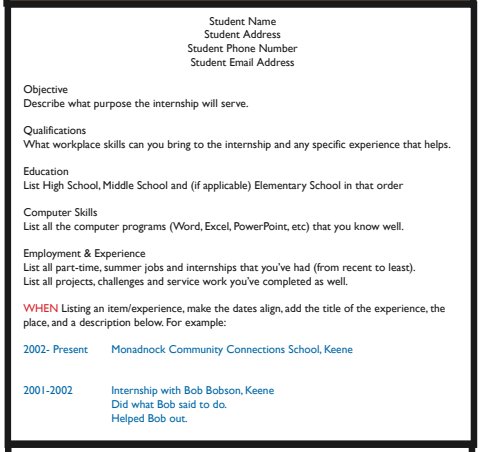
3. DOCUMENT internship via photos, reflections,
   and/or video

After the Internship

1. ATTEND exit interview with Advisor & Mentor

2. SEND final Thank You letter within 1 week

3. PRESENT internship learning experience on a Tuesday or Thursday



Student Name
Student Address
Student Phone Number
Student Email Address

Objective
Describe what purpose the internship will serve.

Qualifications
What workplace skills can you bring to the internship and any specific experience that helps.

Education
List High School, Middle School and (if applicable) Elementary School in that order

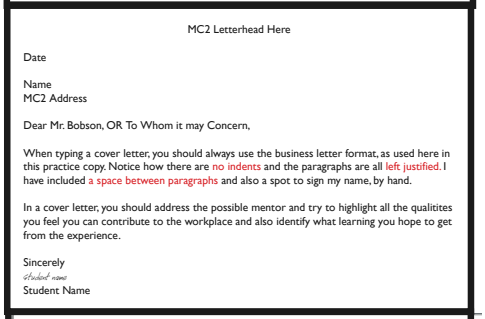
Computer Skills
List all the computer programs (Word, Excel, PowerPoint, etc) that you know well.

Employment & Experience
List all part-time, summer jobs and internships that you've had (from recent to least).
List all projects, challenges and service work you've completed as well.

WHEN Listing an item/experience, make the dates align, add the title of the experience, the place, and a description below. For example:

2002- Present Monadnock Community Connections School, Keene

2001-2002 Internship with Bob Bobson, Keene
Did what Bob said to do.
Helped Bob out.



MC2 Letterhead Here

Date

Name
MC2 Address

Dear Mr. Bobson, OR To Whom it may Concern,

When typing a cover letter, you should always use the business letter format, as used here in this practice copy. Notice how there are no indents and the paragraphs are all left justified. I have included a space between paragraphs and also a spot to sign my name, by hand.

In a cover letter, you should address the possible mentor and try to highlight all the qualitites you feel you can contribute to the workplace and also identify what learning you hope to get from the experience.

Sincerely
Student name
Student Name