

EXECUTIVE INTERNSHIP SUMMER ENROLLMENT PACKET

Dear Potential Intern,

Please be sure to have all of the attached documents ready to submit on the first day during the mandatory orientation meeting. Please review and follow the directions found on each document carefully. You must have an internship secured and approved by the program facilitator (Mrs. Richards or Mrs. Acquard) by the first day of school to be in the program.

Documents in this packet:

1. Parental Permission Form (last page of Information for Parents and Students packet)
2. Counselor Recommendation
3. Teacher Recommendation
4. Resume (a hard copy) – no form in packet – you must generate this.
5. Letter of Verification – no form in packet – your mentor must generate this.

A letter of verification confirms your internship placement within an organization. You may not begin (or continue) your internship until you have submitted a letter of verification for the current semester.

This letter **MUST** be on the organization's letterhead and contain the following:

1. Name of Organization
2. Department
3. Interns' name
4. Mentor's name, address, e-mail, phone, and signature
5. General description of interns' responsibilities
6. Intern's general schedule (hours and days)
7. *Electronic letters of verification* must originate from a business email address.

Thank you and enjoy the summer!

Mrs. Acquard and Mrs. Richards