

SALZBURG COLLEGE

Internship Application Form



SALZBURG COLLEGE

* 1971 *

First Name

Last Name

Major

Minor

Semester/Session

Career goals: _____

Work experience:

1. _____
2. _____
3. _____
4. _____

Previous volunteer/internship experience:

1. _____
2. _____
3. _____
4. _____

Hobbies/Interests: _____

Special skills: _____

Computer skills: _____

Languages: _____

Internship Areas *Please make three choices:*

Business:

- Accounting & Finance
- Merchandising/Sales
- Business Development
- Human Resources
- Marketing
- Entrepreneurship
- Office Administration
- Operations Management
- General Management
- Tourism Management
- Sports Management
- Event Management
- Hospitality
- E-Commerce
- Information Management

Communications:

- Public Relations
- Advertising
- Graphic & Web Design
- New Media
- Radio
- Journalism
- Publishing

Service & Cultural Learning:

- Education
- Non-Profit Organizations
- Non-Governmental Organizations
- Political Organizations/Parties
- Museums & Galleries
- Photography
- Theatre
- Orchestra/Music
- Governmental Organizations & Institutions
- Cultural Organizations

Other: _____

Please tell us what skills you are seeking to develop from the internship.
How will this experience benefit you? (max. 100-200 words)

Why have you chosen to intern in Austria/Europe? (max. 100 words)

What can you offer the company/organization you will be interning with (skills, experience, and personal attributes)? How will the company/organization benefit from you? (max. 100-200 words)

Please describe how you work within a team setting. (max. 100 words)

Please attach your resume (**in digital format**) to this application.

Some resume guidelines/tips for the internship:

- Do not use summaries unless you are a seasoned subject matter expert (SME).
- Do not use objectives – that is what a cover letter is for.
- Use the SPELL CHECK; justify and invite the eye to read. Let another person proof read your resume as well.
- Keep your resume to one page unless you are a seasoned SME.
- In general, a resume from a student or someone under 25 that is over one page will get skipped or moved to another stack. A good guideline is to imagine a cluttered desk and that the resume needs to stick out among the mess.
- Younger professionals/students best start with “Education”, followed by “Experience” (work experience, volunteer experience, previous internships), followed by “the rest” (skills, interests, achievements, languages). Highlight “transferable skills”.
- Under “Education” list courses (Relevant Course Work) that show you have a good base knowledge in the field of the internship.
- There is no need to include an “Objective”.