



## STUDENT APPLICATION

### Cushing Intern Program

*Please return to Counselor's Office when completed*

#### Student/Intern Contact Info:

Student:	Student ID:	
Address:	City:	Zip:
Primary Phone:	Secondary Phone:	
Student Email:	Current Grade:	
Age:	Birthdate:	

#### Father/Guardian:

Name:	Email:	
Address:	City:	Zip:
Primary Phone:	Secondary Phone:	

#### Mother/Guardian:

Name:	Email:	
Address:	City:	Zip:
Primary Phone:	Secondary Phone:	

#### List anything which may affect your ability to participate in this program:

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Will you be attending Tech? If so, when? \_\_\_\_morning \_\_\_\_afternoon

\_\_\_\_\_ Program

The following are a few careers that may be available for placement:

- Cosmetology
- Auto Mechanics
- Veterinarian
- Library
- Physical Therapy
- Teaching
- Non Profit
- Design
- Coffee Roasting
- Office Administration
- Flower Shoppe/ Design

Please list four careers that interest you. *You may list others that are not on this list.*

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

Completing this form does not guarantee a space in one of your desired areas, but we will do our best to accommodate.

Completing this form means that you are interested in participating in a year-long internship, off campus, for career information and work experience with a business mentor.

Resume: A resume must be attached as part of the application. Follow the resume example provided. (OKCareerGuide “My Resume” can be used to develop your resume.)

**Student’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Cushing Junior Internship Program**

### **Resume Example**

A resume should be brief, concise & typed. (Use OKCollegeStart “My Resume” to develop your resume.)

#### **Contact Information**

The first section of your resume should include information on how the employer can contact you.

*First and Last Name*

*Street Address*

*City, State, Zip*

*Phone Number*

*Email Address*

#### **Education**

In the education section of your resume, list the school you attend and any awards or honors (like the National Honor Society or Honor Roll) you have earned. If you have a strong grade point average (GPA), you might choose to include that as well.

*High School*

*GPA (optional)*

*Awards, Honors*

#### **Experience**

This section of your resume includes your work history. If you have had a job before, list the company you worked for, dates of employment, the positions you held, and a bulleted list of responsibilities. You can also include any particular achievements you had at work, such as receiving an employee award. If you haven't had a regular job before, it's fine to include positions like babysitting or pet sitting, and any volunteer experiences you might have.

*Company*

*City, State*

*Dates Worked*

*Job Title*

- Responsibilities / Achievements
- Responsibilities / Achievements

#### **Activities**

Include sports, clubs, Cushing Chamber Tomorrow's Leaders Program, volunteering, and other activities/other organizational Leadership Programs, etc. If you had a leadership position in any of these activities include this title.

*Activity*

- *Leadership position (if any)*

#### **Skills**

Include skills related to the job that you are applying for; i.e. computer skills, language skills, or certifications. These can be skills you acquired at school or through extracurricular activities. *Language – skill level (beginner, intermediate, advanced, fluent)*

*Any relevant skills*

*Any relevant certification*