



**HUMANITIES**

SCHOLARS WORK EXPERIENCE



# Internship Program

# Guidebook

EXAMPLE

**\*\*\*IMPORTANT\*\*\***

*There may be a limit as to how much overall financial aid internship payments you can receive, based on what other financial aid packages you were awarded during the fiscal year. We urge you to discuss this with your financial aid office to make sure you don't exceed your maximum limits.*

**How Your Payment Works**

The HMS internship will pay at \$20 per hour in the form of financial aid scholarship awards, lasting the duration of the quarter. At the end of the month, when all hours have been posted on Canvas (from your ITRN class) via uploading the time sheet, hours will be submitted to Financial Aid. Once financial aid processes the hours, you'll receive an email from BankMobile asking you to set up how you will get paid. You can give your own personal checking/savings account information to BankMobile, but it will take a couple days processing. The payment will then be deposited into your account. **If funds are owed to either Foothill or De Anza College, they will be processed first and the remaining balance will be distributed.** Payments are generally credited to your account approximately 1-2 weeks after the hours have been submitted to Financial Aid.

More information can be found at <https://bankmobiledisbursements.com/refundchoicesso/> Since internship wages are considered as scholarship awards, it's a non-taxable transaction and is not considered taxable income! However, any money you owe to the school in the form of unpaid tuition will be deducted first.

# Internship Application

CONTACT INFORMATION			
Student name		Student CWID:	
Nickname/alternative name		Primary College: <input type="checkbox"/> Foothill College <input type="checkbox"/> De Anza College	
Which HUMI/HUMN class are you also taking this quarter (REQUIRED)			
Phone (cell)			
Email		F-1 International Student?	
Address		<input type="checkbox"/> Yes <input type="checkbox"/> No	
City, state zip code			
Emergency Contact #1 (name, relationship, phone)			
HMS INTERNSHIPS APPLYING FOR			
Organization Name (1 <sup>st</sup> choice)			
Internship Position Title			
Organization Name (2 <sup>nd</sup> choice)			
Internship Position Title			
Organization Name (3 <sup>rd</sup> choice)			
Internship Position Title			

**\*\*\* IMPORTANT \*\*\***

Before submitting your application, be sure your current work/home/school time situation can handle a 5 to 15 hour/week internship commitment as best as possible, and there are no transportation issues.

# STUDENT INTERNSHIP POLICY AGREEMENT

(to be submitted once you start your internship)

## INSTRUCTIONS

- Student: Please complete Section 1 of this form
- Internship Site: Please complete Section 3 and 4 of this form
- **Return this form to Charlie McKellar when completed by both parties**

### SECTION 1: STUDENT INFORMATION (completed by the Student)

Student Name: \_\_\_\_\_ CWID: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Quarter/Year: Spring 2025 Beginning Date: April 7<sup>th</sup> End Date: June 27<sup>th</sup>

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

### SECTION 2: GENERAL INTERNSHIP INFORMATION

Min hours/week: 5 hours/week. Max hours/week: 15 hours/week Pay per Hour: \$20.00

Address of School: 12345 El Monte Road, Los Altos Hills, CA. 94022

School Contact: Charlie McKellar Email: mckellarcharlie@fhda.edu

### SECTION 3: SITE INFORMATION (completed by the Site)

Site Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

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

Title of Internship: \_\_\_\_\_

Address of Site: \_\_\_\_\_

#### SECTION 4: STUDENT WORK RESPONSIBILITIES AND OBJECTIVES (completed by the site)

- 1) I AGREE TO THE ABOVE STATED INTERNSHIP TERMS AND HAVE THOROUGHLY READ THIS INTERNSHIP GUIDEBOOK. ADDITIONALLY, I WILL SUBMIT WEEKLY TIMESHEETS/UPDATES TO THE HMS CANVAS SITE.
- 2) I WILL ADHERE TO THE FHDA COLLEGE STUDENT HANDBOOK (<https://www.foothill.edu/handbook>) AND UNDERSTAND THAT MY BEHAVIOR REFLECTS THE COLLEGE.
- 3) I WILL ASSUME TOTAL RESPONSIBILITY FOR ANY ACTIONS RELATED TO MY INTERNSHIP. FHDA WILL NOT BE HELD LIABLE FOR ANY LOSS OR INJURY TO ME.
- 4) I UNDERSTAND FHDA AND THE HUMANITIES MELLON SCHOLARS PROGRAM RESERVE THE RIGHT TO MAKE CHANGES TO THE INTERNSHIP AT ANY TIME, FOR ANY REASON, AND WITHOUT NOTICE.
- 5) I APPROVE THE RELEASE OF ANY INFORMATION STATED ON MY HMS INTERNSHIP AGREEMENT TO FHDA AND HMS INTERNSHIP PARTNERS FOR HMS INTERNSHIP MANAGEMENT AND DONOR REPORTING. STUDENTS WHO DO NOT WANT THEIR INFORMATION SHARED MUST INFORM THE HUMANITIES MELLON SCHOLARS STAFF.
- 6) IN CONSIDERATION FOR BEING ALLOWED TO PARTICIPATE IN THE HMS PROGRAM, I VOLUNTARILY AGREE TO, AND DO HEREBY ASSUME ANY AND ALL RISKS IN CONNECTION WITH THE PROGRAM. I FURTHER AGREE NOT TO BRING ANY CLAIM OR SUIT WITH RESPECT TO ANY INJURIES SUSTAINED AGAINST THE FOOTHILL – DE ANZA COMMUNITY COLLEGE DISTRICT, ANY OF THE BOARD MEMBERS, OFFICERS, EMPLOYEES, OR OTHER DISTRICT EMPLOYEES OR VOLUNTEERS, AND I AGREE TO HOLD THEM HARMLESS FROM AND INDEMNIFY THEM FOR ANY AND ALL CLAIMS, DEMANDS, SUITES AND LIABILITY WHICH MIGHT POSSIBLY ARISE OUT OF MY PARTICIPATION. THIS AGREEMENT SHALL BE BINDING ON MY HEIRS, EXECUTORS, ADMINISTRATORS AND ASSIGNS
- 7) I HEREBY AGREE TO COMPLETE ANY PAPERWORK AND ABIDE BY ANY ADDITIONAL REQUIREMENTS SET FORTH BY THE SITE AS PART OF THIS PLACEMENT, AS WELL AS ANY OTHER COURSE REQUIREMENTS. I ALSO HEREBY AGREE TO ENROLL IN THE APPROPRIATE ITRN CLASS AND MAINTAIN A PASSING GRADE OR RISK LOSING MY PLACEMENT IN THE INTERNSHIP

By signing below, the student agrees to be bound by the terms & conditions as expressed in this Agreement and has read and agreed to all terms & conditions listed.

Student Name: \_\_\_\_\_ Site Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## HMS INTERNSHIP AVAILABILITIES – EXAMPLES

Local Color (2 positions)  
Urban Eagles  
Gilroy Museum  
City Lights Theater  
Guadalupe River Park Conservatory  
Krause Center for Innovation (KCI)  
Palo Alto Art  
Pacific Ballet  
Chopsticks Alley Art  
The Hungry Curator  
Content Magazine  
Sunnyvale Heritage Park Museum  
Los Altos History Museum (3 Positions)  
De Anza Pride (3 positions)  
Stage One Agency  
Cupertino Historical Society and Museum  
Be Natural Music

**\* Should a site submit a late job description, I'll send that out to everyone as well.**

Local Color  
300 S. First St (Basement)  
San Jose, CA 95113



BUILDING EQUITABLE PATHWAYS FOR ARTISTS TO THRIVE

### **Company Description:**

*Local Color is an artist-powered 501(c)(3) nonprofit dedicated to building equitable pathways for artists to thrive. We are seeking a collaborative, adaptable, and empathetic individual to join our team as an Intern.*

### **Job Description:**

This position offers the unique opportunity to work across Local Color's programs, including Creative Services (public and private art projects such as mural painting), Creative Experiences (public and private workshops and events), marketing, and administration. You will assist with program coordination, event logistics, and community engagement while developing professional skills in project management, communication, and marketing.

The ideal candidate is passionate about the arts, eager to learn, and ready to take on a variety of tasks in a dynamic, collaborative environment. This role is perfect for students interested in exploring the intersection of arts, community engagement, and social impact.

### **Duties & Responsibilities**

#### *Creative Services Support (~20%)*

- Assist with public art projects, including coordinating artist schedules, communicating with clients, and tracking project timelines.
- Assist with mural production, including priming surfaces, paint and materials preparation, mural painting, mural touch ups, materials clean up and applying protective coating (hands-on training provided)
- Organize public art celebrations, manage logistics, and engage with community members.

#### *Creative Experiences Support (~30%)*

- Help prepare materials and logistics for community and corporate art workshops.
- Act as a liaison during workshops, ensuring smooth coordination between artists and participants.
- Collaborate on marketing efforts for workshops, including creating flyers, social media posts, and newsletters.
- Distribute and collect surveys to evaluate workshop success.
- Contribute ideas for workshops, programming, and community art projects.

#### *General Administrative Support (~50%)*

- Maintain program files and assist with database management.
- Provide support for daily program operations and special projects.
- Interact with community members, volunteers, and artists to strengthen Local Color's network.
- Bring your unique perspective to enhance Local Color's mission.



BUILDING EQUITABLE PATHWAYS FOR ARTISTS TO THRIVE

# Marketing Intern

## Company Description:

Local Color is an artist-powered 501(c)(3) nonprofit dedicated to building equitable pathways for artists to thrive. We are seeking a collaborative, adaptable, and empathetic individual to join our team as a **Marketing Intern** to help support the promotion of our programs and events.

## Job Description:

This position offers a unique opportunity to work on both marketing and digital content creation to support Local Color's programs, including Creative Services (public and private art projects like mural painting), Creative Experiences (workshops and events), and fundraisers. You will assist in developing marketing strategies, creating engaging content, managing social media, and organizing digital assets to enhance the visibility of Local Color's initiatives.

The ideal candidate is passionate about the arts, has a creative mindset, and is ready to bring fresh ideas to a dynamic, collaborative environment. This role is ideal for students or emerging professionals interested in marketing, branding, and digital content creation while making an impact in the arts and nonprofit sector.

## Duties & Responsibilities

### Marketing

- Assist with email marketing campaigns, tracking analytics, and generating engagement reports
- Research and propose marketing strategies to increase community engagement and visibility
- Manage Local Color's social media accounts, ensuring consistent branding, audience engagement, and scheduling of posts
- Collaborate with program leads to create event pages, registration forms, and promotional campaigns

### Digital Content Creation

- Develop promotional materials such as flyers, newsletters, website content, and social media posts to support Local Color's programs and events
- Capture and edit B-roll content during programs and events for promotional use
- Design visual content, including graphics, videos, and templates, that align with Local Color's branding
- Assist in creating cohesive branding guidelines to ensure consistency across all platforms

### Administrative Support

Local Color is a California 501 (c)(3) Non-Profit Organization  
P.O. Box 150, San Jose, CA 95103 | [hello@localcolorsj.org](mailto:hello@localcolorsj.org) | [www.localcolorsj.org](http://www.localcolorsj.org) | EIN# : 473980272



Bay Area Urban Eagles  
1148 Mandela Court  
East Palo Alto, CA 94303



Are you a creative and motivated college student looking to gain hands-on experience in social media, event planning, and nonprofit operations? Do you want to be part of a movement that is changing the face of aviation by creating opportunities for underrepresented communities? If so, Bay Area Urban Eagles (BAUE) would love to have you on our team!

### **About Bay Area Urban Eagles:**

BAUE is a nonprofit organization dedicated to introducing youth and young adults to the exciting world of aviation and aerospace. Through hands-on experiences, mentorship from industry experts, and unique career exposure, we empower the next generation of aviation leaders by bridging the gap between underrepresented communities and the aviation industry.

### **What You Will Do as a Digital Engagement & Operations Intern:**

This part-time (10-15 hours per week) internship offers an exciting mix of social media engagement, event coordination, and nonprofit operations. You will play a key role in amplifying our mission while gaining valuable experience in digital marketing, project management, and community outreach.

### **Here is what you will be involved in:**

- **Social Media & Content Creation:** Create and schedule engaging content across Instagram, LinkedIn, and other platforms using Canva and Adobe Express.
- **Event & Network Support:** Help coordinate aviation networking events, career panels, and hands-on learning experiences for students.
- **Community Engagement:** Interact with students, mentors, and industry leaders while promoting BAUE's programs.
- **Project & Administrative Support:** Assist with team meetings, organizing schedules, and managing important documents.

### **Why You Will Love This Internship:**

**Make an Impact** – Your work will directly help young people explore careers in aviation.

**Build Your Skills** – Gain hands-on experience in social media management, event coordination, and nonprofit operations.

**Expand Your Network** – Connect with aviation professionals, industry mentors, and community leaders.

**Have Fun!** – Be part of a passionate and supportive team dedicated to making a real difference.

## Who We Are Looking For:

- A college student interested in social media, marketing, communications, public administration, or nonprofit work.
- Someone creative, organized, and eager to contribute to a meaningful cause.
- Familiarity with social media platforms and tools like Canva, Google Workspace, and Zoom is a plus!

## How to Apply:

If you are ready to take flight with us, please send your resume and a short paragraph about why you are interested. For more information about Bay Area Urban Eagles, visit [www.urbaneagles.org](http://www.urbaneagles.org)

**Join us in shaping the future of aviation—one student at a time!**

EXAMPLE

Gilroy Museum  
195 Fifth St.  
Gilroy, CA 95020



**Gilroy Museum**  
195 Fifth Street ♦ Gilroy, CA 95020 ♦ Phone (408) 846-0446 ♦ [www.ci.gilroy.ca.us](http://www.ci.gilroy.ca.us)

## **Collection Assistant**

### **Organization**

The Gilroy Museum is a small, community-oriented museum housed in a Carnegie Library building owned by the City of Gilroy. The Museum is staffed by City of Gilroy volunteers who are managed by the non-profit Gilroy Historical Society. Daily operations are supervised by a part-time Museum Manager, and the Museum's operating budget is funded by the Gilroy Historical Society with a small stipend from the City of Gilroy. The Museum's mission is to preserve, conserve, and educate others about the history of Gilroy and its environs. The Museum carries out its mission through the growth and preservation of its collection, through displays, tours, educational programs, and web site and Facebook articles.

### **Intern Position**

The Gilroy Museum currently has over 20,000 items in its collection. The Object portion of the collection is over 3,000 artifacts, and is in need of examination, review, and in some cases deaccession. The intern's primary responsibility would be to function as a Collection Assistant and work with the Museum Manager and the volunteers to examine and evaluate artifacts, verify their location, photograph, measure, and describe them. Artifacts are cataloged using the Past Perfect database program, and the intern would assist in this process. Some artifacts are also kept in an Excel database and the intern would be expected to retrieve, copy, and search files as needed. Depending on the length of service, later opportunities for working with the Collection Committee and planning a new layout for the artifact storage area would occur. Training would be provided in artifact handling and database input. Secondary duties would include Museum outreach and education in the form of short essays on historical Gilroy settlers. The intern would research these subjects using the Museum resources, do the writing and select appropriate photographs to accompany the Facebook articles. These articles would be used on Facebook and for educational purposes and become part of the family files maintained by the Museum. Additional opportunities might be arranged for work on displays and community outreach as time and interest allowed.

## **Representative Duties**

- Examine and evaluate artifacts and verify their condition and location, noting missing and damaged items
- Reconciling artifact location with artifact records, including some input into the Past Perfect database
- Compiling lists of artifacts for Collection Committee review and deaccession
- Past Perfect and Excel database research; training provided as needed
- Researching and writing short essays on historical personages for online publication and school programs
- Depending on length of service, opportunities for display planning and creation, visitor and museum tour interaction

### **Preferred Qualifications**

Knowledge of Windows, Excel and Publisher computer programs; knowledge of Past Perfect a plus but will train. Strong writing and researching skills including online research. Candidate should have good attention to details. Ability to take direction, work independently and with co-workers & patrons. Prefer a minimum of 6 hours/week or more.

### **Requirements**

Must submit a volunteer application, pass a Department of Justice background check, register with the City of Gilroy as a volunteer, and submit proof of Covid-19 vaccination. Must be able and willing to wear a mask while working, if required. The City of Gilroy pays for the background check.

For further information: <https://www.cityofgilroy.org/386/Gilroy-Historical-Museum>  
<https://www.gilroyhistoricalsociety.org>

City Lights Theater  
529 S. Second St.  
San Jose, CA 95112



## BOX OFFICE INTERN

### Organization

Since 1982, City Lights Theater Company has been inspiring and challenging audiences with a host of plays and musicals, many of them fresh new works. The company's San Jose Theater is a bustling space that attracts artists, educators, students, and playgoers alike.

### **Duties/Responsibilities (Reports to the General Manager)**

- Will work approximately 10 hours/week (2 days/12pm-5 pm)
- Handle all incoming calls
- Check messages and return calls as needed
- Pass on messages to other staff members as directed or as deemed appropriate
- Check email and answer incoming ticket inquiries, processing orders as required
- Process ticket orders through current box office software
- Open and distribute mail, checking PO Box when asked
- Assist Patron Experience Manager, Front-of-House Manager, and Box Office Technician to perform weekly concessions inventory
- Perform other administrative or research tasks as assigned
- Assist with facility tasks as requested and available

### **Ideal candidate must be able to:**

1. communicate effectively both verbally and in writing
2. demonstrate sensitivity and responsibility towards the Company's needs
3. have dependable, consistent internet access from a location besides the City Lights office
4. demonstrate friendliness and courtesy towards public clientele
5. maintain a gracious disposition in pressured situation
6. support the management and contracted artists at all times
7. embrace the spirit of teamwork
8. provide extra support for high-profile company functions and events
9. dependable transportation (automobile) is preferred but not mandatory

Learn more about City Lights Theater Company at: <https://cltc.org>

**\*\* this position is in-person\*\***

Guadalupe River Park Conservancy  
438 Coleman Avenue  
San Jose, CA 95110



## **Associate Program & Stewardship Intern**

### **Organization:**

The Guadalupe River Park Conservancy is a 501(c)(3) nonprofit providing community leadership for the development and active use of the Guadalupe River Park and Gardens through education, advocacy, and stewardship.

### **About the Position:**

The Guadalupe River Park Conservancy is seeking an enthusiastic intern to assist us in a wide range of tasks pertaining to park stewardship, maintenance, and operations. Prospective interns should expect to spend an average of 5-8 hours per week (with the possibility of additional hours during especially busy periods) spent primarily in the field and partly in the office. As a result of your internship with the GRPC, you will learn about various aspects of managing the civic commons, maintaining and enhancing urban green spaces, and working with the public. This position would be ideal for a candidate interested in kick starting a career in park stewardship or programming. The candidate will also have the opportunity to experience the day-to-day operations of a park-based non-profit organization. Positions at the GRPC are great opportunities to enjoy some time outdoors and enjoy San Jose's incredible urban greenspaces.

### **Representative Duties:**

- Coordinate with GRPC Staff to help lead community workdays such as those along the trails and in the gardens which take place
- Manage light front desk duties and inventory tasks
- Assist the Guadalupe River Park Conservancy in the caretaking of the Guadalupe Gardens
- Assist in the care and maintenance of the Guadalupe River Art Walk, which is soon to be the longest art corridor in the Bay Area
- Assist with Heritage Rose Garden inventory and membership plaques
- Aid in the ongoing process of mitigating litter and graffiti in the park and on the trails
- Other tasks, as necessary and assigned

### **Preferred Qualifications:**

- Interest in park stewardship and community engagement
- Comfortable speaking to the general public and assisting in leading community workdays on Wednesdays and Saturdays
- Ability to work independently in the field
- Ability to work in an outdoor environment for multiple hours at a time
- Ability to regularly lift up to 30 pounds

### **Compensation**

This is a paid internship compensated through the Humanities Mellon Scholar program at Foothill/De Anza College.

**For more information about our program go to <https://grpg.org>**

**Krause Center for Innovation (KCI)  
Foothill College Campus**



**Background:** The Krause Center for Innovation (KCI) at Foothill College is an organization that focuses on helping educators to innovate their teaching with technology. The KCI develops and runs a variety of in-depth professional development and certification programs for teachers in collaboration with Foothill. These programs include teacher leadership, math/science instruction, and certificate programs in makerspace coordination and online/blended instruction.

**Mission:** The KCI's core mission is described as advancing leadership by providing innovative professional learning to transform teaching and inspire students to be lifelong learners. Our core values are Educate, Innovate, Empower. We *innovate* through transforming curriculum, practice, teaching, and learning. We *educate* one of the most important workforce sectors—educators. Ultimately, we seek to *empower* teachers and students through effective practices that transform the learning experience.

## **Positions**

### **Makers-In-Residence (level 1)**

Interns in this position will work directly in the makerspace as part of the core staff. Responsibilities include training new makers on equipment, providing tours of the space, managing materials, maintaining safety protocols, and designing/implementing improvements to the space. Hours are flexible, and can accommodate a variety of student schedules.

Interested candidates should be comfortable working with a variety of people, capable of providing clear directions, demonstrate a genuine love for creative pursuits. Additionally, all core staff are required to be makers themselves-- meaning that they should be working on personal creative projects in the space when they are not assisting others. Experience with fabrication software and equipment is not required for this position, but a desire to learn and develop these skills is a necessity.

For questions about this position, please visit our website: <https://krauseinnovationcenter.org>

**\*\*This is an in-person position\*\***



### **Kids and Teens Studio Art Education Internship**

Interested in program administration, artmaking, and art education?

Join the Palo Alto Art Center team for an interactive internship aiding studio instructors with art classes. We offer ceramics, drawing, painting, 3D Sculpture classes, and more at the Art Center. Kids and Teens Studio Art Interns work directly in the Art Center's classrooms, providing classroom management support to art instructors. Interns also work one-on-one with students, encouraging their creativity and supporting their development. Interns may support administrative tasks such as art supply organization, running roster reports and other tasks that support the running of a popular art education program.

#### **In this role, you will...**

- Interact with students from 6-18 years old to encourage their creativity and provide a safe learning environment
- Assist with set up, clean up and preparation of supplies
- Can assist with teaching if there is a particular interest/expertise
- Supervise sign-in/sign-out procedures in the classroom
- Assist with preparing art supplies when needed
- Participate in special projects as assigned
- Receive mentorship from the Art Center's Director of Volunteer Engagement and Director of Education
- Informational Interviews at the Art Center and City of Palo Alto are available to our interns.

#### **You are a great fit for this role if you are...**

- Enthusiastic about working with young audiences in a museum setting
- Interested in art education, art making processes, contemporary art practices, and art engagement strategies
- Comfortable interacting with the public, especially children
- A strong communicator
- Detail-oriented
- Skilled in time management, prioritization, and organization
- Dependable and punctual
- Flexible, able to self-start, and have a passion for the arts and/or creative endeavors

#### **When you will work...**

Kids and Teens classes are offered Monday-Friday from 3:15-5:30pm during the Winter session, January 21 – March 24, 2025. Shifts may start as early as 2:45pm and may end between 5:30-6pm. Spring session will run April 14-May 24, 2025.

#### **Where you will work...**

This position is 100% in-person at the Palo Alto Art Center, 1313 Newell Road, Palo Alto.



**Pacific Ballet Company**  
295 Polaris Ave  
Mountain View, CA 94040



### **Organization:**

Since 1972, San Jose Ballet Association has been inspiring audiences with classical ballets and fresh contemporary works. The company's location near downtown Mountain View and technology companies makes it convenient and attractive to students and artists. Throughout our 50 year tenure within the Bay Area we have curated meaningful educational experiences and quality, professional performance experiences for individuals of all ages, experience levels, and abilities. Through our community outreach programs, we have offered sensory-friendly performances for individuals with sensory-sensitivity, autism, or other cognitive/social disorders in addition to providing scholarships for furthering dance education to students in need throughout the bay area.

### **About the Position:**

San Jose Ballet Association is seeking a motivated intern to assist in furthering our company's mission including, administration, fundraising, and general theater and organization operations. The successful candidate should expect to work approximately 5-15 hours per week on Saturdays and some weeknights (3:30-7:30pm). Schedule permitting, additional weekend hours are usually needed leading up to our performances which are held in November, March, and May. As a result of your work with San Jose Ballet Association, you may learn/refine your abilities in a range of skills including:

- Administrative and outreach activities of a non-profit dance company
- Fundraising and Grant writing/research
- Development, implementation, and strategizing of community events and performances
- Communication and outreach with donors, volunteers, and executive staff.
- The ins and outs of performances such as:
  - Publicity and marketing
  - Technical direction and costuming
  - Rehearsal schedules and time management

A few words about fundraising: The nonprofit business model usually has two revenue streams: earned income (tickets sales.) and unearned income (aka contributed income - grants from government sources, foundations, corporations and donations from individuals). Most non-profit organizations need both revenue sources to fulfill their mission and provide resources to the community. There are a lot of tasks to accomplish to be successful in fundraising, many of which can be of use when looking for a job once college is completed (whether in the non-profit or private sector): project management, creative writing, data entry and analysis, etc.

### **Preferred Qualifications:**

- Strong computer skills including experience in: Google Docs/Sheets, SquareSpace, InDesign, SignUpGenius, photo, music, and/or video editing (ideally experience in at least two of the above listed platforms)
- Understanding of social media platforms such as Facebook and Instagram
- Informed internet research abilities
- Ability to work independently and with groups of volunteers and patrons

As a benefit, all interns are able to take our ballet classes free of charge during their time with our organization.

**For more information, go to <https://www.pacificballet.org>**

Chopsticks Alley Art  
88 S. 3<sup>rd</sup> St. #183  
San Jose, CA 95113



## About:

**Vision:** Chopsticks Alley Art shares and celebrates cultural diversity through the arts to foster greater understanding and connect communities.

**Mission:** Chopsticks Alley Art is a non-profit organization that promotes Southeast Asian cultural heritage through the creative shared expression of art. We provide support and promote artists through art exhibits, classes, performances, and events.

**Who We Serve:** Chopsticks Alley Art serves young Southeast Asian artists, low income families, elders, the LGBTQ+ community, and individuals with differing abilities.

## About the Internship:

We tailor internship positions to fit each candidate's needs, interests, and skillsets. The following is a list of positions available. The ideal candidate is self-motivated, self-directed, creative, and can meet deadlines. In your cover letter, highlight at least two or more areas of interest based on the following list of job descriptions.

There are two positions available:

### JOB DESCRIPTIONS:

#### RT CLASS ASSISTANT

Assist with art classes put on by the museum

# The Hungry Curator

Food, Lifestyle, Travel & Events

## Marketing Coordinator Internship at The Hungry Curator

Company background: The Hungry Curator is a lifestyle, food and travel blog created at the beginning of the Covid-19 pandemic. The blog supports businesses such as restaurants, hotels and other businesses in the pink 'service' industry and connects travelers to unique places in the Bay area and beyond.

See more at: <http://www.thehungrycurator.com/>

**The Position:** The Marketing Coordinator Intern will be integral in growing a company in its early stages, through its blog and social media accounts. The Marketing Coordinator will work closely with the founder who has a decade of experience in writing, photography and curatorial practice at art museums. The intern should have a deep appreciation for travel, culture, food, writing and connecting with the public.

### Specific duties include:

- Help research and assist in content creation
- Coordinate Social Media Calendar
- Analyze data on content performance
- Brainstorm collaborations with Food and Lifestyle brands
- Digital storytelling through videos on Youtube, Instagram and Tiktok

### The intern should have:

- Strong verbal and written communication skills (proper grammar & spelling)
- Ability to think creatively on a variety of social media platforms
- Experience working with Microsoft Office, Google products, and other systems
- Ability to work independently
- Be enthusiastic, flexible, reliable, open-minded, and collaborative

The Hungry Curator is committed to creating an inclusive and equitable workplace. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity and gender expression, national origin, disability or veteran status.

**Content Magazine**  
310 S. First St.  
San Jose, CA 95113



Content Magazine is looking for interns to join our team. We are a quarterly print publication based in downtown San Jose, published by SVCreates. Our goal is to tell the stories of the artists and makers who make Silicon Valley unique. In addition to a print publication, we have an online blog and active social media accounts. We host Pick-Up Parties (bimonthly celebrations for each issue's release), and Meet-Ups, (casual networking opportunities). In addition to our own events, we have booths at various local events throughout the year.

This is an exciting opportunity to grow professionally while contributing to the creative community in Silicon Valley. We will give you a rich learning experience that will prepare you for your future career endeavors as well as career connections and networking opportunities.

### **General Intern Responsibilities**

- Attend staff planning meetings
  - Distribute posters and Content collateral to specified locations
  - Help with Content events and booths as needed
- Various administrative tasks General Intern

### **Expectations**

- Ability to work in our downtown San Jose office 10 hours a week (minimum)
- Flexible and able to multitask in a fast-paced environment
- Smart, creative, innovative thinker
- Be a team-player who is committed, optimistic, and enthusiastic
- Strong organizational skills
- Punctual and able to meet strict deadlines
- Possess a working laptop

Most importantly our interns must be passionate about the value of Silicon Valley's creative culture.

For more information, contact Daniel Garcia at [Daniel@content-magazine.com](mailto:Daniel@content-magazine.com). Please tell us about yourself including education, availability, and what you are hoping to learn through this internship. You'll need to attach any relevant writing samples when applying.

## Positions at Content Magazine:

### *PR/Social Media Intern*

#### *Responsibilities:*

- *Create social media posts*
- *Create a press “hit list”*
- *Assist in drafting press releases and reaching out to press*
- *Assist with social media strategy planning and evaluation*
- *Reach out to bloggers and social influencers*
- *Attend staff planning meetings*
- *Distribute posters and Content collateral to specified locations*
- *Help with Content events and booths as needed*
- *Various administrative tasks*

#### *Expectations:*

- *Possess excellent written and verbal communication skills*
- *Possess excellent listening and interpersonal skills*
- *Enjoy research, writing, and social media*
- *Knowledge of social media tools and platforms*
- *Knowledge of Hootsuite and Wordpress helpful but not required*
- *Ability to work in our downtown San Jose office 10 hours a week (minimum)*
- *Flexible and able to multitask in a fast-paced environment*
- *Smart, creative, innovative thinker*
- *Be a team-player who is committed, optimistic, and enthusiastic*
- *Strong organizational skills*
- *Punctual and able to meet strict deadlines*
- *Possess a working laptop*

**Sunnyvale Heritage Park Museum**  
570 E. Remington Dr.  
Sunnyvale, CA 94087



## Education Program at SHPM: **Research & Development Intern**

### ORGANIZATION

Since 1979, the Sunnyvale Historical Society and Museum Association (non-profit) has operated the [Sunnyvale Heritage Park Museum](https://heritageparkmuseum.org). Our Education Program connects youth to the historical and cultural heritage of the area, in and around Sunnyvale. We offer hands-on History Trips to 3rd/4th grade school classes that visit our museum.

### ABOUT THE POSITION

We are developing a new curriculum for 3rd/4th grade classes doing a field trip, a.k.a History Trip, to the museum. The goal of the new curriculum is to better reflect the multi-cultural populations that make up Sunnyvale, then and now.

The History Trip is led by museum-trained interpretive guides (docents) and school-provided adult chaperones. The 2.5 hour Trip includes a museum tour and hands-on activities to learn about and experience what life was like in Santa Clara Valley in the 1850s-1950s.

The position is to collaborate and work with the museum's Education Program Coordinator to develop the new curriculum. This includes researching and writing lesson plans, creating activity kits for hands on learning, and constructing accessories such as signs. There is also testing of the new lesson plans at the museum during a class visit(s), and updating the curriculum based on feedback from the class visit.

### REPRESENTATIVE DUTIES

These are done [on-site](#) at the museum:

- Observe interpretive guides during a school trip(s) at the museum
- Research historical and cultural topics using museum archives

These can be done [remotely](#) (no on-site presence needed)

- Communication with museum staff to gather information and data
- Research historical cultural and education topics on the internet
- Document lesson plans, and write scripts for adults to explain at 3rd/4th grade level
- Create and construct activity kits for hands-on learning, with material provided by museum

### PREFERRED QUALIFICATIONS

- Interest in education and working with youth
- Ability to be [on-site](#) at the museum
- Good research and fact checking skills
- Good writing skills and familiarity with graphic software.

**For more information, go to <https://heritageparkmuseum.org>**



## Collections Registration Intern

**Total number of internship positions available: 1**

### **Organization:**

The Los Altos History Museum, located south of San Francisco on the Peninsula, operates a museum complex including two main buildings, a historic home built in 1905, and a modern 3-story museum. The museum features several changing exhibits per year and displays one permanent exhibit. The museum is blessed with a strong and active volunteer network who assist in developing programs including lectures, events and special events throughout the year. The annual operating budget of over \$400,000 is funded by individual donations, special events, grants, bequests, membership, an active rental events program and gift store. Please visit our website, [www.LosAltosHistory.org](http://www.LosAltosHistory.org), for more information.

### **Collections Research & Inventory Registration Project:**

The Los Altos History Museum has a collection of 180+ oral histories and over 16,000 artifacts that encompasses art, photographs, archival materials, and three-dimensional objects. In 2024, we will continue an inventory of our collections, with projects that will include researching and organizing our catalog records. This internship will focus on the research and inventory of the Permanent Collection. Our goal is to make our collection accessible online to the public through the PastPerfect database.

### **Job Description:**

The **Collections Registration Intern** will be an important member of our collections team comprised of staff and volunteers. This position is an excellent opportunity for one interested in the field of museums and non-profit organizations. The collections registration intern will help improve our physical and intellectual control over our museum collections by reviewing and updating our database. Primary responsibility will be to complete the online profile for each artifact and/or oral history. Training will be provided on proper handling of museum collections.

### **Desired Skills/Experience:**

- Advanced undergrads or graduate students are encouraged to apply; Especially those studying History, Anthropology, Museum Studies, Art History, Librarian & Archival Studies, American Studies, U.S. History, Sociology
- Strong research skills and careful attention to detail and accuracy
- An interest in historical research and creative projects
- Ability to work independently and lift up to 20lbs
- Enthusiasm and interest in public education, museums, and libraries
- Understanding of databases and "back end" of websites a plus

**To apply, email resume and cover letter to Sophia Abarca at:**

[sabarca@losaltoshistory.org](mailto:sabarca@losaltoshistory.org)

**Los Altos History Museum**  
51 S. San Antonio Road  
Los Altos, CA 94022



## Exhibit Assistant

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### **Organization:**

The Los Altos History Museum, located south of San Francisco on the Peninsula, operates a museum complex including two main buildings, one a historic 1905 house, the other a modern 3-story museum. We feature three changing history exhibits a year, and have several permanent history exhibits on display. The museum is blessed with a strong and active volunteer network, and programs many lectures, events and special events throughout the year. The annual operating budget of over \$900,000 is funded by individual donations, special events, grants, bequests, membership, an active rental events program and gift store. Visit [LosAltosHistory.org](https://losaltoshistory.org/) for more information.

### **Changing Exhibit Program:**

Every year, the Los Altos History Museum mounts special exhibitions in our changing exhibition hall. These vary from art exhibits to science installation to in-depth treatments of historic people and events. For 2025, changing exhibition topics will include indigenous photography from Northern California and the Winchester Sisters. Changing Exhibits are mounted in our 2,000 square foot gallery and produced with a professional designer, experienced group of volunteers, and overseen by the Museum's Curator and Director of Exhibitions. They draw from the Museum's collection of over 16,000 artworks, photographs, and artifacts.

### **Job Description:**

The Exhibit Assistant will be an important member of a team comprised of staff and volunteers. This temporary, part-time position will report to the Curator and Director of Exhibitions. This is a great opportunity for someone interested in the field of public history, museums, archives, digital humanities, communications, or art.

**Desired Skills/Experience:** self-motivated, experienced researcher, a good eye for interesting stories, strong writing skills, experience using design templates.

Learn more about the Los Altos History Museum: <https://losaltoshistory.org/>



**Los Altos History Museum**  
51 S. San Antonio Rd  
Los Altos, CA 94022



# Fundraising Assistant

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## **Organization:**

The Los Altos History Museum, located south of San Francisco on the Peninsula, operates a museum complex including two main buildings, one a historic 1905 house, the other a modern 3-story museum. We feature three changing history exhibits a year, and have several permanent history exhibits on display. The museum is blessed with a strong and active volunteer network, and programs many lectures, events and special events throughout the year. The annual operating budget of over \$900,000 is funded by individual donations, special events, grants, bequests, membership, an active rental events program and gift store. Visit [LosAltosHistory.org](https://losaltoshistory.org) for more information.

## **Advancement Program:**

In order to advance the mission of the Los Altos History Museum to provide educational programming to our community, foster the creative energy of volunteers, and become the premier local center for intergenerational and intercultural connection, the Los Altos History Museum actively raises funds from donors. Fundraising takes place through careful cultivation of donors and through regular communication, so donors feel good about what their gifts support. Signature events of the Advancement Program include the Dance through the Decades Gala and the Apricot STEM Fair.

## **Job Description:**

The Fundraising Assistant will work directly with the Rental Events Marketing Manager of the Los Altos History Museum, who is chiefly responsible for fundraising events, including our June 14 annual fundraiser. Duties will include creatively brainstorming ideas for and planning events, tracking donations, soliciting sponsors, and working with the dedicated volunteers on the Fundraising Committee. This is an excellent opportunity for one looking to get into the non-profit field. Database management and tracking are real-world transferrable skills learned through this position, as well as events management.

**Desired Skills/Experience:** outgoing personality, good at planning events, attention to detail, strong writing and clerical abilities.

Learn more about the Los Altos History Museum: <https://losaltoshistory.org/>



## **DE ANZA PRIDE CENTER – INTERNSHIP POSITIONS (Spring 2025)**

### **About the De Anza Pride Center**

The De Anza Pride Center provides a safe, supportive, and welcoming space for students across the gender and sexuality spectrum to build community, access resources, and connect to the support needed to thrive in their college experience. We offer LGBTQ+ focused workshops and events, free sexual health and personal hygiene resources, and as well as a safe place to study and be in community with other LGBTQ+ identifying students and allies.

By building partnerships with various campus and community-based resources, we are also able to facilitate referrals and identify support networks to impact student success both on and off campus. We are committed to uplifting and celebrating the diversity and intersectionality of the LGBTQ+ community, especially those groups who have been historically underrepresented. Additionally, the Pride Center provides guidance, through workshops and educational resources, to the larger campus community, in order to ensure that De Anza is welcoming and inclusive of all LGBTQ+ individuals.

### **Internship Position Descriptions:**

#### **GENERAL DUTIES FOR ALL INTERNSHIP POSITIONS INCLUDE:**

- 1) Hold “Office Hours” in the Pride Center at least 4 hrs/week.  
This includes:
  - a. Welcoming students into the Pride Center, giving tours, ensuring they know the Community Agreements and Sign-In procedures, as well as introducing them to a few of the students in the Center
  - b. Ensuring that all students Sign-In upon arrival to the Center
  - c. Contacting the Pride Center Coordinator or Counselor as questions or issues arise
- 2) Supporting the organization of the Gender Affirming Clothing Closet
- 3) Support the planning of at least 1 Pride Center Event per Quarter

#### **SPECIALIZED POSITIONS INCLUDE:**

##### **1) ADVOCACY AND TRAINING COORDINATOR**

The De Anza Pride Center is seeking a passionate and social justice minded intern to support identify areas of LGBTQ+ advocacy on campus and in the local community. This person would develop training materials and action plans to be used in training for students, staff, and faculty across campus, as well as with community members at local schools, non-profits, and governmental agencies.

##### **a. Position Duties**

- i. Organize a survey to identify the most pressing issues facing students, staff, and faculty at De Anza

- ii. Recruit an Advocacy Team to help work to address the issues identified and support the Coordinator in facilitating ongoing meetings with the Team
- iii. Help create trainings for students, staff, and faculty to raise awareness
- iv. Provide leadership in Advocacy Campaigns across the campus and within the local community
- v. Support the planning and development of the annual Queer and Now Conference (taking place in the Spring quarter)

**b. Desirable Skills/Qualifications**

- i. Commitment and understanding of equity and social justice, especially as it relates to LGBTQ+ student issues
- ii. Understanding of the diversity and intersectionality within the LGBTQ+ community
- iii. Experience in social justice or community advocacy related campaigns
- iv. Familiar with non-violent communication, communication across diverse populations, and/or working with students with different backgrounds, abilities, and strengths
- v. Experience in a leadership position (such as within a family or friend group, on a sports team, within a club or formal group, at a job, etc.)
- vi. Experience in event and program planning, development, and coordination

**2) EVENTS COORDINATOR:**

The De Anza Pride Center is seeking a highly organized and motivated intern to support event planning for 2-3 events per quarter, as well as a few large-scale events happening throughout the year. We will be hosting the annual Queer and Now Conference in Spring quarter. This conference centers LGBTQ+ issues and topics and includes a keynote speaker, workshops, a panel, and performances! We'll also be planning a Lavender Graduation in June, which is a graduation event celebrating our LGBTQ+ student graduates.

**a. Position Duties**

- i. Support the development, organization, and day-to-day coordination of Pride Center and Pride Learning Community events
- ii. Attend and provide administrative support at planning meetings with De Anza students, staff, and faculty
- iii. Support the marketing and communication of these events to various constituents across campus and within the larger community
- iv. Conduct outreach to community members and LGBTQ+ groups to provide additional support for these events
- v. Provide hands-on support throughout the duration of all events

**b. Desirable Skills/Qualifications**

- i. Commitment and understanding of equity and social justice, especially as it relates to LGBTQ+ student issues
- ii. Understanding of the diversity and intersectionality within the LGBTQ+ community
- iii. Enthusiasm and interest in LGBTQ+ events and creative projects
- iv. Experience in event and program planning, development, and coordination
- v. Experience in event marketing and outreach
- vi. Able to work independently but also take direction from a supervisor

- vii. Experience in leading small teams/groups and working collaboratively

### 3) **LGBTQ+ History Project Coordinator**

The De Anza Pride Center is seeking a creative and organized intern to support our LGBTQ+ History Project. This role will continue progress on a De Anza LGBTQ+ history project, which has been funded through the CA History Center. Work on this project started in Winter 2024 and will continue through Spring 2026. This role will involve conducting oral histories, supporting students to share their stories through different mediums, and supporting the development of an artistic exhibition of the work.

#### **a. Position Duties**

- i. Creating a digital timeline of LGBTQ+ History within our campus and district
  - 1. Conducting/transcribing interviews from former and current LGBTQ+ employees
  - 2. Reviewing old La Voz Articles for stories on LGBTQ+ organizing and advocacy
- ii. Creating a digital storytelling project to capture the stories of current LGBTQ+ students
  - 1. Supporting the recording process of student's stories through video, audio, and written formats
- iii. Supporting the development of an exhibition to showcase the projects work
- iv. Meeting regularly with the grant contributors to report out and stay connected to the different components of the grant
- v. Participate in related trainings

#### **b. Desirable Skills/Qualifications**

- i. Commitment and understanding of equity and social justice, especially as it relates to LGBTQ+ student issues
- ii. Understanding of the diversity and intersectionality within the LGBTQ+ community
- iii. Able to work independently but also take direction from a supervisor
- iv. Experience in leading workshops with small to medium size groups
- v. Able to conduct oral history interviews with staff, faculty, and students
- vi. Digital/graphic design skills are welcome but not necessary

### **Internship Logistics:**

Full schedule and number of hours per week will be determined upon hire. Availability for 10-20 hrs/week, Monday through Thursday between 10am-5pm, is highly desirable. These are hybrid positions with mostly in-person work, but some remote work is available,



StageOne Creative Agency  
196 N. 3rd Street San Jose, CA 95112

Our services are a blend of content creation and production management. Whether you need a crew to back you up on your own creative vision, or you need help developing branded content from the ground up, we've got you covered from start to finish.

Our studio spaces offer all-in-one media production for TV and commercial film, corporate video, live-stream events, content for social media and more

#### PRODUCTION ASSISTANT

Assist in the production of narrative film projects and corporate/industrial projects.

#### DUTIES

Assist producer and director in completing pre-production tasks including casting, script breakdowns, location scouting, logistics, purchasing, and more

Attend and take notes at production meetings

Provide on-set support during film shoots

Learn the basics of post-production by assisting with various activities including organizing and labelling footage, editing cutdowns, and archiving

Work will be split between our offices in downtown San Jose, on-location shoots, with some work-from-home tasks and meetings.

For more information, go to <https://www.stageoneagency.com>

**Cupertino Historical Society and Museum**  
**10185 N. Stelling Road**  
**Cupertino, CA 95014**



### **Our History:**

The Cupertino Historical Museum is owned and operated by the Cupertino Historical Society, a private, nonprofit educational organization, established in 1966. Like most of the nation's older historical societies, we have always been a private organization and derive virtually all our support from membership, donations, grants, and our endowment. The Cupertino Historical Society and Museum (CHSM) is the city's oldest (and only) cultural organization whose purpose is to preserve and present Cupertino's unique history. We have been bringing stories of our past to the community, our schools, and other organizations for over 54 years. Our hope is to share the richness of our diverse cultures while serving as the city's repository of culture and history. The Historical Museum was opened in 1990, as an integral feature of the Quinlan Community Center. History in Cupertino is being made every day and is constantly evolving.

### **Job Description:**

We will be conducting a full collections inventory, and we will need a dedicated team of between 5-10 collections assistants to work with our collections manager to conduct a complete inventory of all museum artifacts. This work will be very interesting and hands on. You will learn the principles of proper object handling and moving, how to conduct detailed assessments of each object, including condition reports; some data entry into our collections catalog; cross referencing data with written records; and other tasks as assigned.

Additional assistance may be needed in the area of event planning and marketing, as we plan for our annual fundraising BBQ on June 20, 2025.

Hours per Week: Minimum of 5

Days: Varies, Generally only Monday-Friday 8 am – 5 pm

Type of Assignment: Volunteer or Intern

Other Requirements: Must be able to lift 20 lbs., Comfortable with Computer work and Standing, Bending and Reaching (though we can accommodate)

For more information, go to <https://cupertinohistoricalsociety.org>

**\*\*This internship is in-person\*\***

Be Natural Music  
20009 Stevens Creek Blvd  
Cupertino, CA 95014



## **INTERN DUTIES**

### Administrative

#### *Marketing*

- Prepares and posts content to BNM social media
- Prepares and sends email communications (marketing blasts, follow up on prior inquiries)
- Issues requests for reviews for company website
- Assists with preparation of silent auction items (fundraising)

#### *Accounting*

- Assists Office Manager with staff timecard reconciliation
- Reviews monthly A/R report to ensure all students are current and on the calendar

#### *Operations*

- Prepares spreadsheets using MS Excel and Google sheets for the purpose of managing the student schedule
- Other basic administrative tasks in support of the Office Manager

### Real Rock Band Coordinator

- Assists teachers transition between lessons (setting up/tearing down equipment)
- Manages the white board scheduling display for bands
- Sets up speakers/mics for vocal teacher
- Takes attendance for students participating during band practices/group lessons
- Other duties as assigned by Real Rock Band Coordinator

For more information, go to [www.benaturalmusic.live](http://www.benaturalmusic.live)

# Addendum

## **Internship Cover Letter and Resume Samples**

Use the sample cover letter and resume outline below as a guideline to get you started. You can copy the layout of the letter, and even look at the content of the letter for ideas for your own cover letter. Be sure to revise the sample to fit your specific experiences and the internship you are applying for.

Note that you don't have to follow these examples precisely. A google search under "student internship cover letter examples" and "student resume examples" will yield dozens of sample resumes and cover letters with different styles, formats, and content layouts. This is your way to create a resume that fits your personality, so make it look sharp! Remember, you are now a Foothill-De Anza Humanities Mellon Scholar, be sure to add this to your resume!



Top portion of a Cover Letter should list your name, address, phone #, email, and LinkedIn (or other relevant social media account). It can be boarded the left, right or in the center of the page.

Date

Name of Company Contact

Name of Company

Address

Dear Mr/Ms. (Name)

First paragraph should list who you are and what specific position you are applying for. Also include your involvement with the Mellon Scholar's program, and your desire/eagerness to apply to this position.

Second paragraph should list what your current school situation is: current major/field of study, first year/second year student, any relevant knowledge/experience/school organizations/classes you've taken or are planning to take/join, and possible goals after graduation

Third paragraph should emphasize why you think this is a good match for both you and the organization, and re-give your contact information (name, email). Be sure to thank them for their time/consideration.

Sincerely,

*Your Signed Name Goes Here*

Your name, typed

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# Cover Letter for Internship Position

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555 A Street  
Davis, CA 95616  
(520) 867-XXXX  
jbeech@gmail.com

November 10, 20XX

Human Resources Department – Internship Program  
National Public Radio  
123 Government Street  
Washington, DC 20301

Dear Internship Coordinator,

I am very interested in the internship with the Communications/Public and Media Relations Department during the Spring Quarter. I am a Junior at the University of California, Davis, pursuing a bachelor's degree in American Studies with a minor in Communication. My research experience has sparked my interest in the way that media is delivered through marketing and advertising. I believe in the mission of National Public Radio and would be excited to be an intern with your organization.

This summer while studying abroad I was able to look at American culture from a different perspective. This has increased my interest in news delivery and how it helps to inform citizens. I was the only freshman to be elected to the position of Senator for the Associated Students of UC Davis, and rose to the challenge of representing first-year students while collaborating on larger university issues. Through these experiences I learned the value of effective communication through all forms of media.

I am confident that my experiences, skills and strong interests in the goals of NPR have prepared me to be a strong intern for your program. I have attached my resume and look forward to discussing my qualifications with you. Thank you for your time and consideration.

Sincerely,

*Josie Beech*  
Josie Beech

## Sample Internship Resume Template

**Name**

Address

City, State Zip Code

Email and Phone #

### **Objective**

To obtain an internship at (Internship organization)

### **Education**

College, City, State, Expected Graduation Date (Month/Year)

Degree, Major Concentration, GPA

### **Relevant Experience:**

**Title, Organization, Location, Dates**

- Use action verbs to explain your responsibilities beginning with most recent experience first.
- Use concise language to create effective action verb statements highlighting skills and accomplishments.
- This section can include coursework and lab experience as well as previous jobs and internships.

**Title, Organization, Location, Dates**

- The Relevant Experience section includes all information relevant to the position to which you are applying.
- It is the most important section of your resume since it provides information to the employer about any relevant skills and accomplishments you've developed so far.

**Course Name, Academic Department, College, Dates**

- Identify the objectives of the course; including, projects, papers, and presentations.
- Mention both individual and team accomplishments.

**Additional Experience, Location, Dates**

- This section might include previous waitress, administrative, and on-campus jobs where you have gained some solid transferable skills including organization, communication, interpersonal, and analytical skills.
- Be selective on what you include in your resume. Remember to give priority to information relevant to the job or internship and focus on the skills developed as a result of the experience. All previous internships and/or jobs do not need to be included on every resume.

### **Honors/Awards/School activities/skills**

Honor Society, Club Memberships, Sports Teams, Dean's List, Scholarships, member of the FHDA Mellon Scholars program, Computer languages, Social Media strengths, additional languages spoken, etc...

# COLLEGE STUDENT RESUME

Address Line 1 Address Line 2, City, State Zip | (212) 256-1414 | jane.smith@gmail.com

## CAREER OBJECTIVE

Energetic and passionate college student working towards a BS in Marketing at the University of Georgia. Aiming to use my knowledge of advertising, PR, product development, and consumer research strategies to satisfy the marketing internship at your company.

## EDUCATION

### UNIVERSITY OF GEORGIA, ATHENS, GA

#### BACHELOR OF SCIENCE IN MARKETING, EXPECTED GRADUATION DEC 2015

- GPA: 3.8 / 4.0
- **Relevant Coursework** – Marketing Analytics, Marketing Management, Survey Research, Strategic Internet Marketing, and Integrated Marketing Communications
- **Honors & Awards:** Dean's List, Received third place in UGA's business plan competition
- **Clubs:** UGA Chapter of the American Marketing Association, Mu Kappa Tau

## MARKETING PROJECTS

### PET BUSINESS MARKETING CAMPAIGN

- Designed a cost-effective marketing campaign for a local pet grooming business that leveraged a combination social, email, and offline marketing techniques
- Surveyed pet owners in Athens to collect detailed data on the behavior of our target customer
- Developed a campaign budget of \$1,500 which we estimated to be the minimum cost that would yield the highest return on investment (ROI)

### BUSINESS PLAN COMPETITION

- Entered UGA's business plan competition with a group of 4 classmates to build a mock food truck business
- Managed all of the marketing aspects of the business plan including industry analysis, customer trends, market growth, positioning, and promotions.
- Received 3rd place out of the 30 teams that entered the competition

## ADDITIONAL SKILLS

- In-depth knowledge of social media marketing platforms: Twitter, Google+ Facebook, LinkedIn, Instagram, Pinterest
- Adept with Microsoft Office Suite
- Chinese: Advanced
- Familiar with consumer research tools: AYTM and GutCheck