



Blake High School Internship Program

INTERNSHIP APPLICATION CHECKLIST

Thank you for your interest in the internship program at Blake High School. This packet contains everything you must submit to be considered for the program. Use this checklist to be sure you do not forget any part of this application.

Internship Program Application

You and a parent or guardian must complete this form. Submit the form to the Internship Coordinator in B119.

Resume

You must submit a resume to be used in the site placement. If you need help, see the Internship Coordinator during lunch in B119. A sample resume is attached.

TWO Recommendations (Teacher and/or Counselor)

You must complete the top part of the Recommendation Form before you ask a teacher/counselor to complete the bottom. Remember, it is your responsibility to inform the teacher/counselor about the deadline. The teacher/counselor will complete the recommendation and put it in the Internship Coordinator's mailbox.

If you have any questions about the Blake High School Internship Program, stop by Room B119 to meet with the Internship Coordinator.

DEADLINE FOR APPLICATION MATERIALS: _____