Geauga Growth Partnership, Inc.

Internship Program 2018

Internships for Geauga High School Juniors & Seniors

<u>Documentation Guidelines for Home Educated Students</u>

The GGP Internship Program is in its sixth year. Homeschooled juniors and seniors are eligible to participate. The Partnership understands that home educators may not have the same documentation available as a public or private school. The following guidelines and requirements should be followed. If you have any questions or concerns please contact GGP Intern Program Coordinator, Georgia Klemencic, at 440-564-1060 or gklemencic@geaugagrowth.com.

The Partnership is an organization of County business and government leaders committed to strengthening the business climate in the County and to the retention, expansion and attraction of jobs in Geauga County. To learn more about the Partnership visit www.geaugagrowth.com.

<u>Eligibility conditions</u>:

Internships are open to students who **reside** in Geauga County and attend public, private or home school in or out of Geauga County. Students must be at least a junior at the time of application and be 17 years of age by June 1, 2018.

To be considered, a home educated candidate must possess and provide documentation regarding the following qualifications.

1. Satisfactory completion of his/her high school core courses and studies to date. Please provide ACT, SAT or PSAT scores if standardized tests have been completed. If no standardized tests have been completed, please submit the most recent written narrative assessment done by a licensed teacher. This narrative must have been completed within the past calendar year.
2. Recommendation letters from two adults (**not family members**) who have or have had the candidate in a class setting (cooperative class, church setting, etc.) or who have overseen the student in a volunteer or work setting.
3. A resume. This should be as professional as possible and cover school and work history but does not need to be long. A one page resume is fine. A sample is attached for your reference and the same format may be used if you choose.

Recommendation letters should describe in detail why the candidate can confidently be expected to perform well in an internship.

In addition, candidates are expected to fulfill all other application requirements. Please see the full application for instructions and forms.

Your Name

Address

City, State, Zip

Contact phone #; Email Address (<u>these are extremely important!)</u>

PROFILE

An enthusiastic student with exceptional communication and organizational skills to execute effectively and efficiently in projects. Proven ability to create strong collaborative relationships while working on teams. **THIS SECTION EXPLAINS YOUR PASSION**

Goal and Detail Oriented	Exceptional Communication Skills	Quick Learner
Accountable	Creative and Effective	High Energy

ADJECTIVES AND PHRASES THAT DESCRIBE YOU

EDUCATION

Berkshire High School	Burton, Ohio	2015 – Present
Expected Graduation Date: May 2019	<u>You do not need to list your GPA</u>	

List Relevant Classes you have taken: List anything that relates to skill sets such as…Computer Classes (which ones), Math Classes, Science, Technology, Foreign Languages, Marketing, Media, Journalism, Interpersonal Skills, Communications, etc. List those that relate to the job you are seeking first, if possible.

EXTRA CURRICULAR ACTIVITIES

Volleyball	2016 – Present
Team Captain 3 years	

Student Council	2016 – Present
President	

List all you participated in and in what capacity – were you an Officer, Leader, Captain etc.

WORK EXPERIENCE

Geauga Humane Society	Chardon, Ohio	2012 – Present
Two days per week in the summer		
Responsible for feeding 15 animals, answering telephones and making appointments		

Babysitting	Burton, Ohio	2013 – Present
Responsible for care of three children 5 hours per day during summer, weekends during school year		

THESE ARE EXAMPLES: LIST ALL JOBS YOU HAVE DONE, PAID OR UNPAID
TRY TO KEEP YOUR RESUME TO ONE PAGE, SAME FONT, EASY TO READ