

AmericasMart Internship Program



Eligibility Criteria and Application Information

This document describes the eligibility criteria and application process to apply for one of AmericasMart internships. The application form on pages 3- 5 of this document includes application and submission procedures, required supporting documentation and information on selection criteria.

Eligibility

To be eligible for an Americasmart Internship, applicants must:

- Be an undergraduate (declared or undeclared) or graduate student with a degree in Marketing, Customer Service, Retail, Hospitality, Sales or Event Planning. Applicants must be enrolled in a bachelors program. Students enrolled in certificate programs are not eligible; the program in which the student is enrolled must result in a degree awarded at the conclusion of studies.
- *For undergraduate and graduate students*, have a minimum 3.3 overall grade point average with a 3.5 in your major as supported by an unofficial transcript.
- Have at least two substantive recommendation letters from a professor, advisor, previous employer (for an internship or job) and/or character reference.

Application Process

Applications will be judged on the following:

- **Cover Letter**
 - Why do you want to participate in an AmericasMart internship?
 - What skills, knowledge or school experience will you be able to utilize in the program to make a substantial contribution?
- **Statement of Purpose.** Please submit a brief 4-5 paragraph essay (about 500 words) addressing the following:
 - Why you chose your particular area of study as a career?
 - A statement about your profession and how your internship will support your career goals.
 - Your future career and/or education plans.

Please note: The cover letter and statement of purpose will be assessed as a unit.

- **Application Form**
- **Unofficial Transcript.** This is usually accessible at no charge through your college or university's website. Transcripts will be evaluated to review not only GPA and relevant courses taken.
- **Description and details about your internship.** This should include the internship's job description from the organization offering you the internship and a statement (on a separate sheet) from you about the learning potential afforded you by participating in the internship. It is required that the job description clearly indicates your area of study-related tasks and responsibilities.
- **Reference letters.** A minimum of two reference letters written on official letterhead from the author's organization (whenever possible) must be included in the application package.

About the Selection Process

Your internship application will be reviewed by an internship committee. The committee will use your entire application package to assess and select candidates for the internship program.

The following weights apply:

Cover Letter and Statement of Purpose—30%

Application form—10%

Reference Letters—20%

Unofficial transcript—20%

Description/Details about the Internship—20%.

Application Submission

Only complete applications that meet all the eligibility requirements will be reviewed.

Applications must be date stamped or post marked on or before August 13, 2010.

Applications date stamped or post marked after that date and incomplete or ineligible applications will not be considered.

Due to the volume of applications received, we are unable to verify receipt of your application. If you need to verify we received your package, please send the application via traceable mail or express service.

Please submit completed materials to:

AmericasMart Internship Scholarship

Attn: Monique Sykes

240 Peachtree Street N.W.

Atlanta, GA 30303 (404)220-2315

Announcement of Award Recipients

All applicants will be notified of the status of their application by **August 27, 2010**. Applicants selected for a fall 2010 Internship will be expected to begin the internship no later than **September 7, 2010**.

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Student Application for Internship

Name: _____ Date: _____ 20____
Last First M.I.

Social Security No.: _____

School Address: _____ Telephone: (____) _____

Home Address: _____ Telephone: (____) _____

Citizenship Status (Check One): U.S.____; Permanent Resident____; Student Visa____;
Type_____

Name of Parent, Spouse or Guardian: _____

Address: _____

Academic School of College: _____

Major: _____ Minor: _____

Year in School: _____

Grade Average: _____

Expected Graduation Date: _____

Present and Past Work Experience (Please Attach Resume):

Skills:

Computer: _____

Typing Speed: _____ words per minute

Other Skills/Abilities/Interests:

What foreign languages do you speak and understand:

When are you available to start the internship? _____

Approximate hours per week: _____

Geographic limitations/preferences for internship: _____

What are your objectives for participating in an internship program? _____

What kinds of work would you like to do during your internship? _____

Internship Preference: _____ Generalist

_____ Specialist - Area of Interest _____

If a stipend is not offered, would you be able to accept an internship on a volunteer basis? _____

What, if any, limitations do you have that may have a bearing on your placement?

Do you have a driver's license and use of a car? Yes___ No___ License Only ___

License #:_____ State: _____

Please attach the following documents to your application form and return the completed package to Monique Sykes.

- Cover letter
- Statement of Purpose (essay). Please attach a brief essay (four to five paragraphs, approximately 500 words) including the elements described above
- Description and/or details about your internship
- Letters of recommendation—a minimum of two are required as follows and written on the authors letterhead:
 - One from a professor or advisor
 - A minimum of one from another professor, a previous employer, internship supervisor or character reference
- An unofficial copy of your transcript

The deadline for AmericasMart to receive your application is August 13, 2010.

Please be certain you submit your application with all components included; please do not send multiple packets. Incomplete applications will not be reviewed.

Before sending—use this application checklist to ensure all documents are included:

- Cover Letter
- Application Form
- Statement of Purpose
- Internship Job Description and Learning Potential Statement
- Reference Letters
- Unofficial Copy of Transcript

Questions?

Call Monique Sykes, HR Generalist-404-220-2315; msykes@americasmart.com.