



# TOC



## Career Services Intern Request Letter

[DATE]

[CONTACT NAME]  
[COLLEGE]  
[ADDRESS]

Dear [SALUTATION] [LAST NAME]:

We are writing to express our interest in recruiting interns for the [ORGANIZATION NAME]. [ORGANIZATION NAME] would be an ideal learning environment for your students. Attached are the job specifications that illustrate our intern position(s) for this [SEASON] semester. Intern positions will involve a variety of hands-on project work.

For your background, [ORGANIZATION NAME] is a [BRIEF ORGANIZATION DESCRIPTION INCLUDING CUSTOMERS SERVED]. We encourage you to visit our web site at [URL] for more detailed information about our organization.

The State of California is committed to fostering professional growth and as such, to providing the time, management, and structure to our intern program. [ORGANIZATION NAME] is providing a mentoring program to foster the development of our interns. This program offers a comprehensive suite of intern management and training tools to ensure a positive and well-run experience. In addition, we have dedicated managers who oversee our intern program. These commitments will ensure a successful experience for both our organization and the interns whom we hire.

In addition to gaining 'real world' experience, your students will benefit from the many resources that [ORGANIZATION NAME] can provide to develop core professional skills to improve their organization and time management, research, writing, effective listening, and communication. By developing both industry-specific experience and professional skills, we hope to build a better pool of suitable candidates for future employment here at [ORGANIZATION NAME] upon graduation from [UNIVERSITY].

We invite you to visit us here at [ORGANIZATION NAME] so you may experience our workplace firsthand. If more convenient, we are willing to meet with you on campus. If a face-to-face meeting is not possible, we can discuss this opportunity via telephone and explore how we may best work together to create an enriching experience for [UNIVERSITY] students.

We look forward to hearing from you.

Sincerely,

[NAME/TITLE OF REPRESENTATIVE]



## Application Checklist to the State Of California Information Technology Internship Program

The following items are required of you as part of the application process to the State of California Information Technology Internship Program. Your file will not be sent to the participating organization for review until all documents have been received.

- Submission of Standard State Application Form 678 for Internship Position
- Statement of Purpose
- Official transcripts from all colleges listed on the Standard State Application Form 678. All Official Transcripts must be in a sealed envelope marked "Official Transcripts."
- Three Letters of Recommendation

If you have any questions during any portion of the application process, please contact your University contact.



An official copy of the State of California Examination and/or Employment Application can be found at: [http://www.spb.ca.gov/employment/employment\\_app\\_adobe.htm](http://www.spb.ca.gov/employment/employment_app_adobe.htm)

**Print** **Clear** **Save**

**STATE OF CALIFORNIA—STATE PERSONNEL BOARD  
EXAMINATION AND/OR  
EMPLOYMENT APPLICATION**

*Applications will be processed ONLY for classifications where an examination is in progress and the published final filing date has not passed, or for vacant positions where a department requests an application.*

STD. 076 (REV. 12/2005) Pg. 1

**PRINT OR TYPE—PLEASE SEE INSTRUCTIONS ON BACK PAGE**

APPLICANT'S NAME (Last)		(FNU)	(FCU)	SCPL SECURITY NUMBER
MAILING ADDRESS (Street)		(Street)	E-MAIL ADDRESS	WORK TELEPHONE NUMBER
(City)	(County)	(State)	(Zip Code)	HOME TELEPHONE NUMBER
EXAMINATION OR JOB TITLING FOR WHICH YOU ARE APPLYING				<b>PERSONNEL USE ONLY</b>
FOR SPOT EXAMINATION, ENTER THE LOCATION WHERE YOU WISH TO WORK ANSWER THE FOLLOWING QUESTIONS (Answer questions 8, 9, 10, and/or 11 only if the examination indicates they are required.)				

1. Enter the county in which you would like to take the examination if different from the county of your residence: \_\_\_\_\_
  2. Do you need reasonable accommodation to take an interview or written test?  YES  NO
  3. Do your religious beliefs prevent you from taking an examination on Saturday?  YES  NO
  4. Are you now employed by the State of California? (If "YES", fill in the information below.)  YES  NO  
Department: \_\_\_\_\_ Subdivision: \_\_\_\_\_
  5. Have you ever been fired, dismissed, terminated, or had an employment contract terminated from any position for performance or for disciplinary reasons? (Applicants who have been rejected during a probationary period, or whose dismissal or termination have been construed, withdrawn (initially or as part of a settlement agreement) or reversed need not answer "Yes".) Refer to the instructions for further information. If "Yes" to Question 5b, give details in Item 12.  YES  NO
  6. In addition to English, list any other languages you:
    - a. possess verbal fluency in \_\_\_\_\_
    - b. possess written fluency in \_\_\_\_\_
  7. I certify I can type at a speed of \_\_\_\_\_ words per minute. (For typing applicants only.)
- (Answer Questions 8, 9, 10, and/or 11 ONLY if the examination indicates they are required.)
8. Do you meet the minimum and/or maximum age requirements?  YES  NO
  9. Do you possess a valid California Driver License? (If "YES", fill in the information below.)  YES  NO  
License# \_\_\_\_\_ Class: \_\_\_\_\_ Restrictions: \_\_\_\_\_
  10. Have you ever been convicted by any court of a misdemeanor crime of domestic violence?  YES  NO
  11. Have you ever been convicted by any court of a felony?  YES  NO

**12. EXPLANATIONS**

**CERTIFICATION—IMPORTANT—PLEASE READ BEFORE SIGNING—If not signed, this application may be rejected.**

*I certify under penalty of perjury that the information I have entered on this application is true and accurate to the best of my knowledge. I further certify that all my files, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the State of California. I authorize the employers and educational institutions identified on this application to release any information they may have concerning my employment or education to the State of California.*

APPLICANT'S SIGNATURE	DATE SIGNED
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APPLICANTS—DO NOT USE THE SPACE BELOW—FOR PERSONNEL USE ONLY							FOR PERSONNEL USE ONLY	
Class	B1	B2	B3	B4	B5	B6	Flags	STATUS
WAC for Studies							WAC	<input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED WAC
RESP for Studies								EXPERIENCE
								LOANER REQUIRED BY
								EDUCATION
								OTHER
								STAFF
								DATE PROCESSED



## Statement of Purpose for Admittance to State of California Information of Technology Internship Program

Please write a brief (no more than one page) statement of purpose describing your reason(s) for pursuing admission to the State of California Information Technology Internship Program.



## LETTER OF RECOMMENDATION

Name of Applicant \_\_\_\_\_

The applicant named above has requested your recommendation for admission to the State of California Information Technology Internship Program in our organization. Admission is based upon scholastic aptitude and academic promise. We would appreciate your assessment of the applicant's potential in these areas. Please write your recommendation in the space provided below or attach additional sheets if necessary and respond to the questionnaire at the end of this form.

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

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

Organization: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

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



**A. ABILITIES**

1. To communicate orally 1.

No basis for judgement	Clearly below average	Slightly below average	Average	Above Average	Outstanding

- 2. To communicate in writing 2.
- 3. To think abstractly 3.
- 4. To think critically 4.
- 5. To think creatively 5.
- 6. To work independently 6.
- 7. To work with others 7.
- 8. To persevere systematically 8.

**B. CHARACTER**

- 1. Honesty, integrity, trustworthiness 1.
- 2. Emotional stability and maturity 2.
- 3. Industry, initiative, motivation 3.

**C. OVERALL**

- 1. Academic competence 1.
- 2. Potential for Internship Program 2.

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Sample Job Description

To be distributed to college placement offices for posting on job boards and e-boards.

Organization Name: \_\_\_\_\_

Internship Location: \_\_\_\_\_

Semester(s) available: \_\_\_\_\_

Description of Duties / Responsibilities: \_\_\_\_\_

Time Preference: \_\_\_\_\_ Hours / Week

Weekends: \_\_\_\_\_ Yes \_\_\_\_\_ No

Compensation: \_\_\_\_\_ \$/Month

Other Incentives (if applicable): \_\_\_\_\_

\_\_\_\_\_

Class Standing Desired: Completion of at least 90 semester (or 120 quarter) units, of which 18 semester (or 24 quarter) units are comprised of IT-related coursework; or the equivalent of Senior status, based on institutional requirements, in an IT degree program.

GPA Requirement: Cumulative 3.0 on a 4.0 scale; or 3.25 in last 60 units; or better.

Majors Desired:

Management Information Systems (MIS)

Computer Science

Computer Engineering

Other Information Technology

Inquiry Deadline: \_\_\_\_\_

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

Contact Program Manager for Application Information

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

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web site: \_\_\_\_\_





## Sample Recruitment Flier

*NOTE: This flier is designed to provide a general sense of what employers might do as an on-campus tactic, such as posting on building bulletin boards where target recruits have classes. Naturally, you will need to adapt this considerably for your own interests. Refer to the "Sample Job Description" for more ideas about details you may wish to include. ALSO, you may need to change this template font.*

### State of California Internship Get Hands-On Experience!

[DEPARTMENT NAME] is a Organization like no other, so its internship program is too!  
[ADD BRIEF COMPANY DESCRIPTION HERE OR AT BOTTOM]

#### ... ARE YOU READY TO BE challenged???

- STRONG emphasis ON hands-on experience & learning
- [LIST TYPES OF ACTIVITIES THE STUDENT(S) WILL PERFORM]
- This will depend on position intern accepted to]
- Work along-side a seasoned manager; be mentored by company executives
- Earn credit (if eligible)
- [DESCRIBE NUMBER OF HOURS REQUIRED BY INTERNSHIP; START DATE]

#### Requirements

- Juniors & Seniors only
- Must be self-motivated, highly organized, creative, motivated, and have an innate Hunger to learn
- For information: Visit [LIST WEB SITE]

#### Apply

E-mail Resume & Cover Letter to: [LIST EMAIL TO WHICH TO APPLY]  
[LIST APPLICATION SUBMISSION DEADLINE]

Thank you for considering [DEPARTMENT NAME] for your internship experience!