

Internship -- Student Application

Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Are you enrolled in a certificate program? ___ Yes ___ No

If yes, which certificate program? _____

Which Internship program are you applying for?

___ Accounting ___ Human Resources Management ___ Real Estate

___ Finance ___ Marketing and Advertising ___ Public Relations

___ Personal Financial Planning ___ International Trade and Commerce

Please submit the following with your application:

Resume – Include the following information:

- Educational Background
- Work Experience
- Computer Skills
- Special Skills or Experience

Cover Letter –Include the following information:

- Purpose in seeking an internship
- What you expect to gain from this experience
- Any additional information you would like to convey to potential sponsoring companies

Non-UCLA Extension Certificate Students: Please submit a copy of your most recent academic transcript for verification of eligibility.

For any questions regarding eligibility, please call (310) 206-1654

Note:

Enrollment is limited to the number of available internship opportunities as approved by UCLA Extension’s Department of Business and Management.