**Student Internship Application Instructions and FORM Summer 2021**

**Application Deadline: Tuesday, March 2, 2021, 5:00 pm PST**

**Application Materials and Procedures**

Please review the [**COAST Summer Internship Announcement**](https://www.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/COAST-Student-Internships-Summer-2021.aspx)in detail and the [**FAQ page**](https://www.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/StudentFAQ.aspx#student-internships)**.** To apply, you must submit a Google Form with your Application Package(s) attached and a CSU faculty member must submit a letter of recommendation on your behalf. You may apply for up to **FOUR**internships.

You will complete **ONE Google Form** (<http://bit.ly/COAST2021-InternshipSubmission>) and attach your **Application Package(s)​** to it. You must submit a separate Application Package for **EACH** internship you wish to be considered for. An Application Package consists of your

​**1. Application Form​**​​

* You will complete an individual Application Form for each internship you are applying for.
* Please note that this is**NOT** the same as the Google Form noted above.

​​**​2.** **Professional resume (two-page maximum) ​**​​

* For tips on resume building and example resumes, please see [https://www2.calstate.edu/impact-of-the-csu/research/coast/students/Pages/resume-building.aspx](https://www.calstate.edu/impact-of-the-csu/research/coast/students/Pages/resume-building.aspx).

**​3. Transcripts**​​

* ​Submit your **FULL** transcripts (including GPA) from **ALL** institutions attended (community college, undergraduate and graduate).
* Unofficial transcripts are acceptable.
* Ensure that transcript files are not protected documents.

​Each Application Package you submit must include all of the items listed above, compiled in that order, as **ONE** PDF file. Name each Application Package using the following convention: ApplicantLastName\_FirstName\_InternshipTitle.pdf.

​​**Letter of recommendation:**

* Your letter of recommendation must be submitted directly by a CSU faculty member as a PDF attachment to the **COAST Student Internship Letter of Recommendation Submission Form** (<http://bit.ly/COAST2021-InternLORSubmission>). Letters submitted directly by applicants will not be considered. The PDF file must be named using the following convention: StudentLastName\_FacultyLastName\_LOR.pdf.
* The letter must be on institutional letterhead and signed by the faculty member. The letter can be addressed to CSU COAST.
* Ideally, the letter should be submitted by a CSU faculty member who knows you well and can speak to your personality and skills. Strong letters will describe in detail why you are an ideal candidate for a specific internship.
* One letter of recommendation can be used to apply for multiple internships. In other words, if you apply for four internships, you do not need four individual letters of recommendation. It is perfectly fine to have one letter recommending you to the COAST Internship Program in general. However, if you want to have an individual​​ letter of recommendation specific to each internship opportunity you apply for, that is allowed (limit one letter per internship opportunity).



**Student Internship Application FORM - Summer 2021**

All information on this form must be typed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Internship Information** | | | | |
| Internship Host: |  | | | |
| Internship Title: |  | | | |
| Internship Location: |  | | | |
| **Applicant Information** | | | | |
| First Name: | |  | Last Name: |  |
| Student ID: | |  | CSU Campus: |  |
| Primary Email: | |  | Major: |  |
| Phone: | |  | Overall GPA: |  |
| Status (Soph, Junior, Senior, Grad Student): | |  | Anticipated Graduation (mm/yyyy): |  |
| Date Spring Semester/Quarter Ends: | |  | Date Available to Start Internship: |  |
| Will you be enrolled at a CSU for Fall 2021? (Y/N) | | | |  |

|  |  |
| --- | --- |
| **Have you previously been employed by, interned with, or volunteered for the internship host?** |  |
| Comments (If yes, please describe): | |
|  | |

**Relevant Experience**

For each section below, provide the information requested that complements the areas of knowledge listed in the Preferred Experience and Capabilities and/or Eligibility/Requirements sections of the internship you have selected. The boxes below will expand as you type; please feel free to use as much space as you need.

|  |
| --- |
| **List academic coursework (e.g., marine ecology or biology, fishes of California, statistics, etc.):** |
|  |

|  |
| --- |
| **List computer programs in which you are proficient (e.g., Microsoft Word, Excel, Access, R, Matlab, ArcGIS, minitab, Solidworks, etc.):** |
|  |

|  |
| --- |
| **Describe your field and/or laboratory experience (include experience gained through coursework as well as independent study):** |
|  |

**Interest and Qualifications**

Please complete the sections below. The boxes below will expand as you type; please feel free to use as much space as you need.

|  |
| --- |
| **Please describe why you are interested in a summer internship in general. What do you hope to gain, learn and experience?** |
|  |

|  |
| --- |
| **How do you feel the internship you have selected will complement your educational experience at the CSU?** |
|  |

|  |
| --- |
| **What are your educational and career goals?** |
|  |
| **Please describe your interest in the internship you have selected.**   * **What interests you most?** * **Why do you feel you are uniquely qualified for this opportunity? Please be sure to include your specific skills and qualifications and address the Preferred Experience and Capabilities section of the internship description.**   Please be as detailed as possible. This section is extremely critical in evaluating your application. The box below will expand as you type; please feel free to use as much space as you need. |
|  |