



## Susquehanna Art Museum Internship Application

Thank you for your interest in an internship at SAM! The Museum is able to take on interns on a limited basis. Internships at SAM are unpaid. Questions about internships or your application should be directed to [info@susquehannaartmuseum.org](mailto:info@susquehannaartmuseum.org).

*Interns at SAM may contribute in the following areas:*

Education

Exhibitions

Hybrid (combination of Education, Exhibitions, Administration, etc.)

A complete application includes:

1. Application Form
2. Cover Letter
3. Resume
4. One Letter of Recommendation\*

*\*Letters of recommendation may also be emailed in doc or pdf format to [info@susquehannaartmuseum.org](mailto:info@susquehannaartmuseum.org)*

5. Internship Syllabus (*if applicable*)

### **Applicant Information**

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### **Education Information**

College/University: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Anticipated Graduation Date (Month/Year): \_\_\_\_\_

Degree: \_\_\_\_\_

Graduate School (if applicable): \_\_\_\_\_

Graduate Degree (if applicable): \_\_\_\_\_

### **Internship Department Preference & Information**

*Please select the SAM department that most interests you for an internship:*

Exhibitions                       Education                       Hybrid

Are you seeking an internship for credit?

Yes                       No

If 'yes', how many credits? \_\_\_\_\_

Please list any other requirements given by your college/university (culminating project, mid-session reporting, etc.):

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Internship Advisor Name: \_\_\_\_\_

Advisor Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Required Internship Application Documents**

*Please send all documents in .doc or .pdf format. Please send all documents in a single email to [info@susquehannaartmuseum.org](mailto:info@susquehannaartmuseum.org)*

**Cover Letter:** Tell us why you would like to intern at SAM! Please include your career goals, professional interests, and the skills/experience you would bring to the internship.

#### **Resume**

**Letter of Recommendation:** Your letter of recommendation should come from a professional reference, such as a professor, mentor, or coworker.

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### **Application Checklist and Certification**

*A complete internship application includes:*

Application Form

Cover Letter

Resume

Letter of Recommendation

Internship Syllabus *(if applicable)*

I certify that all answers given by me are true, accurate, and complete. I understand that the falsification, misrepresentation, or omission of fact on this application or other accompanying documents will be cause for denial of work opportunities or dismissal from work.

Yes

No

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