



**FOR OFFICIAL USE**

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Rev. 1.7.10

## INTERNSHIP APPLICATION FORM

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Personal Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

College or University \_\_\_\_\_ Major/Concentration \_\_\_\_\_

Degree awarded or working toward \_\_\_\_\_

Number of semesters completed \_\_\_\_\_ Anticipated graduation date \_\_\_\_\_

### Internship Information

Internship terms are flexible, but a 3 month minimum commitment is preferred. Please indicate your availability:

- Summer (June through August)       Fall (September through November)
- Winter (December through March)       Spring (February through April)

If other, please specify:

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Are you seeking a paid or unpaid internship?     Paid\*     Unpaid     Either

Will you seek academic credit for this internship?     YES     NO

Will you be available for:

- Full-time, 35 hrs/week       Part-time, 10 to 20 hrs/week

AGCI has a variety of operational needs. Please indicate if you have experience in any of the following areas:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Office Administration | <input type="checkbox"/> Education                   | <input type="checkbox"/> Writing                  |
| <input type="checkbox"/> Event Planning        | <input type="checkbox"/> Earth/Environmental Science | <input type="checkbox"/> Video editing/production |
| <input type="checkbox"/> Website Development   | <input type="checkbox"/> Marketing                   |   |
| <input type="checkbox"/> Fundraising           | <input type="checkbox"/> Database Management         |   |

## References

Please provide two professional references. Do not list friends or relatives.

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Relationship \_\_\_\_\_

How long have you known this reference? \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Relationship \_\_\_\_\_

How long have you known this reference? \_\_\_\_\_

## Attachments

Please submit the following materials as part of your application package:

Personal Statement: Please write a short proposal in the form of a cover letter stating...

1. Why you are interested in an internship at AGCI, and what global change issues are of greatest interest you.
2. Projects and activities at AGCI that interest you (consult list of needs above or consult our website)
3. How an internship at AGCI would relate to your academic and career goals.
4. A brief description of what you have to offer – special skills, interests, education or training

Resume: Attach a resume in which you list relevant coursework, employment history, and other relevant experience.

Writing Sample: Please provide a recent 3-5 page writing sample.

Letter of Recommendation: Provide one letter of recommendation from a current or former professor or employer. Indicate in this application if the letter is included or will be sent separately. You may wish to contact AGCI via email regarding internship openings before proceeding to this step.

**Please return completed application and attachments via email or mail to:**

AGCI Intern Program Coordinator  
100 East Francis Street, Aspen CO 81611

[info@agci.org](mailto:info@agci.org)

*No phone calls please. Please note that AGCI is not able to provide housing for interns.*

*\*Please be advised that paid internships are only offered on a very limited basis.*