



**South Florida Educational
Federal Credit Union**
Earn "extra credit" with your membership.

2012 Internship Information

Duration: June 18th– July 27th

Interviews: March 12th-15th

To be eligible for the South Florida Educational Federal Credit Union Paid Internship Program, a student must comply with the following:

- Junior status or entering Junior year of high school
- Minimum 3.0 GPA (weighted)
- Completion of at least 1 business course
- Reliable transportation

To apply, the student must complete and email the following:

- 1 page application (see attached application)
- 1 page cover letter (see attached instructions)
- 1 page resume

All three items must be emailed by due date in order to be considered for an interview. Interviews will take place during Spring Break (**no exceptions**).

Please email the required documents to youthed@sfefcu.org and write **Internship 2012** in the subject line. Interviews will be scheduled on a first come, first serve basis.

Students can submit their internship package as of **October 1st**.
Last day for submissions is **January 12th**.

Sample Cover Letter

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

I am interested in the _____ position. My resume is enclosed for your review. Given my related experience and excellent capabilities I would appreciate your consideration for this job opening. My skills are an ideal match for this position.

- Describe how this internship program will help with your future career goals.
- Describe any previous work experience including volunteer work.
- Describe any certifications you have or are working on attaining.
- Elaborate on any awards or special recognitions you've received.
- Do you have leadership skills? Please explain.
- Answer the following question in your closing: What makes you unique and why should we hire you?

Sincerely,

Your Signature

Your Typed Name

About You

Name: _____ Age: _____ GPA: _____

1. Do you have reliable transportation? _____
2. Would you be able to drive to our headquarters in Kendall everyday? _____

List any clubs/organizations you belong to:

Do you play sports? If so, do you train during the summer? _____

Do you have a Facebook Page? If so, please list your Facebook ID:

Do you have a Twitter Account or Blog? If so, please list your screen name and or website url.

How would you rate your competency in the following:

Web Design	poor	average	above average
Web Programming	poor	average	above average
Photoshop	poor	average	above average
MS Word	poor	average	above average
MS PowerPoint	poor	average	above average
MS Excel	poor	average	above average

Future Goals

What is your top choice for college? _____

What do you see yourself doing in 5 years?
