

Return to:

Career Development Center

Buffalo State College
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askcdc@buffalostate.edu
www.buffalostate.edu/~cdc



INTERNSHIP ANNOUNCEMENT

Today's Date: _____

I. ORGANIZATION INFORMATION

Name of Organization: _____

Industry of Organization: _____ WEB URL: _____

II. CONTACT INFORMATION

Apply to: Name _____ Title: _____

Street Address: _____

City: _____ State: _____ Zipcode: _____

Telephone: _____ FAX: _____ E-mail: _____

III. JOB INFORMATION:

Job Title: _____

Academic Credit: Yes No

Paid: Yes No If paid, amount: \$ _____

Deadline (if any): Date _____
 Ongoing

Apply by: Telephone E-mail
 Cover Letter/Resume Fax

Position Description: Freshman Sophomore Junior Senior Graduate Student
Major: _____

Semester to begin: 20____ Fall Spring Summer Hours: _____

Qualifications/Skills required: _____

FOR OFFICE USE

Is contact a BSC alumni?

]

YES NO

Send to following departments: _____

Notes: _____

Received by: _____ Date: _____