

# Getting Help:

## FOR HELP WITH:

- Finding internship opportunities or volunteer programs
- Creating a polished, one page résumé and a LinkedIn profile
- Reviewing your application materials-before you submit them



Come meet with an staff or peer advisor in APEX:

Monday - Thursday 11:00am - 12:00pm

Walk-in Wednesdays 1:30pm - 4:00pm

Or, make an appointment on Handshake using the QR Code

# Application Checklist

## INTENT TO APPLY FORM

On Formstack; must be submitted by February 4 for the the Sunday, February 18 deadline and March 25 for the April 7 deadline

## COMPLETED APPLICATION

On Formstack, including uploading documents in PDF Format including:

- travel documentation in USD
- a Copy of your transcripts
- your one page resume

## PROGRAM / INTERNSHIP AGREEMENT FORM

You have uploaded the Program / Internship Agreement form in .pdf format to Formstack

## TWO RECOMMENDATIONS TO BE SUBMITTED BY THE APRIL 7 DEADLINE

from 1) a College of Wooster professor from whom you have taken a class and 2) a workplace manager, coach, director, etc. who has first-hand knowledge of how you take on responsibilities outside of class