



INTERNSHIP GRANT APPLICATION PROCESS

To be considered for the Internship Grant, please follow the below steps to complete your application:

- Complete the online Application form
- Write your Essay
- Obtain a Letter of Recommendation
- Get your Resume approved in Handshake

Applications will be reviewed on a rolling basis with all reviews and award decisions to be completed by the start of the Fall 2020 semester – September 9th.

1 LETTER OF RECOMMENDATION

The Letter of Recommendation must meet the following criteria:

- must come from Mercy faculty or staff, or from a current or former employer
- must be a recent letter written on your behalf for the Mercy College Internship Grant

Letters of Recommendation should address the following:

- How and for how long the recommender has known the applicant
- The applicant's professional strengths
- How the applicant would represent Mercy College at an internship and as a grant recipient
- How the grant would benefit the applicant

Submission:

Your recommender must either:

- Email their recommendation directly to CPD@mercy.edu with **Spring 2020 Internship Grant in the subject.**
- Mail their recommendation to Joi Sampson, Career and Professional Development, Mercy College, Main Hall 247A, 555 Broadway, Dobbs Ferry, NY 10522
- Hand-deliver their recommendation to Joi Sampson in Main Hall 247A

Note:

Letters of Recommendation must be sent directly from the recommender; letters submitted by a student will not be accepted.

Letters of Recommendation must be **received** on or around the time you submit your application.

Letters of Recommendation can take time to obtain, so don't wait until the last minute to ask someone to write this for you! Then follow up to ensure it was sent. CPD is not responsible for notifying applicants about their recommendation status – it is your responsibility to follow-up.



2 ESSAY

Please write a 1-page, double-spaced essay that addresses the following set of questions regarding an internship:

Answer the following questions regarding an ideal internship:

1. Describe your **ideal** internship organization, including size, mission, etc.
2. Describe your **ideal** internship responsibilities in detail.
3. Discuss how you think an internship would help contribute to your career development goals.
4. How would this Internship Grant assist you in completing your internship?
5. Why should we select you for this grant? Please include any information that you think we should know.

Submission:

Email your essay as Word or PDF attachment to CPD@mercy.edu with **Spring 2020 Internship Grant** in the subject.

3 RESUME APPROVAL

- All applicants must have a resume approved in Handshake during the current academic year. The resume editing process can take time and may even require an appointment with a career coach, so plan ahead!

To Start:

- For help getting started, use the resume guides and templates on the Career website: <https://career.mercy.edu/channels/write-a-resume-cover-letter/>
- Next, use our Virtual Resume Review Tool - VMOCK: <https://www.vmock.com/mercy> to have an initial review of your resume in preparation for Handshake approval. This tool provides detailed feedback in multiple areas and students are encouraged to begin with **"Presentation"** feedback.
- Follow this link for instructions on using VMOCK: <https://career.mercy.edu/channels/vmock/>

Handshake Submission:

- Log in to Handshake: <https://mercy.joinhandshake.com/>
- Follow this link for instructions: <https://career.mercy.edu/resources/how-to-upload-documents-in-handshake/>
- Leave time for review of your resume, and for you to make edits if necessary (this could take up to a week).
- Follow up with your resume reviewer if necessary (PACT Mentor or Career Coach) if you do not hear back within 3 business days of uploading your resume to Handshake.

CPD will verify that your resume has been approved at the time of application review.