



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 on Handshake

The final deadline to submit all materials is April 23rd (Completed applications can be submitted early as these will be reviewed starting March 31st)

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 **Fall 2021 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 letter to Joi Sampson in Main Hall 247A (social distancing will be maintained and masks are required during drop off)

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** by the **deadline of March 31st. or April 23rd.**

Letters of Recommendation can take time to obtain, so do not wait until the last minute to ask someone to write this for you!



2 RESUME APPROVAL

All applicants must have a resume approved in Handshake. The resume approval must have taken place in Academic Year 20-21.

This can take time and may even require an appointment with your PACT Mentor or career coach, so do this early!

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 yourself some time for your PACT Mentor to review your resume, and for you to make edits if necessary (this could take up to a week, so do this early!)
- Follow up with Career and Professional Development (CPD@mercy.edu) if your resume status does not change or you do not hear back within 3 business days of uploading your resume

CPD will verify that your resume has been approved.

3 ESSAY

Please write a 1-page essay (double-spaced) 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. Describe how the COVID-19 pandemic has impacted your thoughts on experiential learning.
4. Discuss how you think an internship would help contribute to your career development goals.
5. How would this Internship Grant assist you in completing your internship?
6. 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 **Fall 2021 Internship Grant** in the subject.