



2023 WPY SUMMER INTERNSHIP PROGRAM



NEW TO WPY? APPLY HERE!

If you've participated in WPY programs before, check your email for a personalized

Applicants must submit: **link and shorter application!**

- ✓ resume
- ✓ cover letter
- ✓ 3 references



Paid internship from July 3-August 11

Internship Job Descriptions:
bit.ly/InternshipDescriptions2023

Deadline: Friday, April 7th

Questions?
contact Medjine at
Medjine@walthampartnershipforyouth.org
or stop by WPY in room 178A.

Summer Internship Program

2023 Student Application Process



Our Summer Internship Program aims to connect Waltham high school-aged youth with a diverse group of employers across the city. Students engage in a six-week paid internship experience from Monday, July 3rd to Friday, August 11th, gaining meaningful employment opportunities and career guidance. *It is important to know that placements are based on the following guidelines: match between student skills/abilities and employer needs and consideration of prior placements.*

Contact Medjine Lucien, Career Exploration & Training Program Coordinator with any questions.
medjine@walthampartnershipforyouth.org

Application for Returning Interns, due Friday, April 7th

We invite returning/repeat interns to complete an expedited application process (while all your summer achievements are fresh in your mind!). Submit the following:

- An **updated resume** that includes your summer experiences and any highlights for this school year (teams, leadership roles, advanced classes, etc)
- A **cover letter** that is geared towards a specific career area of interest (health care, engineering, business, education, etc). Note that this letter may be forwarded to employers who are interviewing interns directly.
 - Include the names of internships from last year that are in this area and interest you. You can also suggest additional internships you would be interested in.
- Provide **three references**
 - References should be adults who can speak to your character and abilities. At least 1 reference must be a professional or teacher. (Note: we just need contact information; we don't need references to provide a letter or any materials.)
- When we share the list of placements: list your **top 5 choices**, and attend a **screening interview. Preferences are not guaranteed.**

Application for New Interns, due Friday, April 7th

- Sign up and attend at least one **Bentley Career Success Institute** session to work on your resume and cover letter
- A **resume**
- A **cover letter** geared toward a specific internship or a general cover letter if you are unsure of what you want to do
- Provide **three references**
 - References should be adults who can speak to your character and abilities. At least 1 reference must be a professional or teacher. (Note: we just need contact information; we don't need references to provide a letter or any materials.)
- List your **top 5 placement choices**, and attend a **screening interview. Preferences are not guaranteed.**

For All Applicants

Throughout the entire process applicants will have access to Bentley Career Success mentors who are trained to provide resume, cover letter, and interview support. ***New applicants are required to attend at least one session***

CSI sessions :

Tuesdays- 5pm-7pm virtual

Wednesdays- 5pm-7pm virtual

Thursdays- 2:15pm-3:30pm WHS E-Learning Lab

Sign up for a spot here: <https://bit.ly/CSISpring23>