

## 2023 WPY SUMMER INTERNSHIP PROGRAM

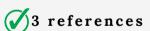


## NEW TO WPY? APPLY HERE!

If you've participated in WPY programs before, check your email for a personalized Applicants must submit: link and shorter application!











Paid internship from July 3-August 11

Internship Job Descriptions: <a href="mailto:bit.ly/InternshipDescriptions2023">bit.ly/InternshipDescriptions2023</a>

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 r mind!) Submit the following:

your minury. Submit the following.
An <b>updated resume</b> that includes your summer experiences and any highlights for this school year (teams, leadership roles, advanced classes, etc)
A <b>cover letter</b> 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 Institue 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