

Application Instructions

2018 Rubenstein Perennial Internship Program

1. Click the following link to view the [Rubenstein Perennial Internships in Handshake \(https://app.joinhandshake.com/employers/226837\)](https://app.joinhandshake.com/employers/226837)
 - a. If you have not logged into Handshake before, you will be prompted to complete your profile before viewing the Rubenstein Perennial Internships
2. Click the Favorite button to enable easier searches in the future
3. Click “View All Jobs” in Jobs at Rubenstein Perennial Internship Program box on right side of page
4. You should see 34 great internship opportunities! Click “View Details” to learn more about each position.
 - a. Please do take the time to read through each individual description so that you don’t miss a great opportunity by judging an internship solely on its title.
 - b. You may apply for up to three Perennial Internships
 - c. All applications are due by midnight, Wednesday, January 31st, 2018
5. You’ll need to upload all required documents in Handshake in order to apply for any Perennial Internship:
 - a. Click on your name at top right of screen in Handshake
 - b. Select Documents
6. Please upload documents as pdfs whenever possible. The following are required documents:
 - i. Resume
 - ii. Cover Letter - You should write & upload unique cover letters for each position to which you’re applying.
 - iii. Transcript - Login to your my uvm portal, click on the Registrar link, click Request Official Transcript by email, once received save it as a pdf and upload

- iv. Other Required Documents - Reference(s) & Position Ranking - in one document, please include & upload:
 1. Reference(s) – Provide name & contact information for at least one professional reference. This could be someone who supervised you in a past work/internship/volunteer position, a professor or teacher,
 2. Position Ranking - If you are applying for more than one Perennial Internship, provide a list of the positions in rank order.

7. In addition to the documents you'll submit, a [recommendation form](#) needs to be completed by a Rubenstein faculty, graduate student or staff member of your choosing. Please provide your recommender this [link to the recommendation form](#) when you ask if they are willing to complete the form to support your application.
 - a. Only one recommendation form needs to be completed regardless of how many Perennial Internships you're applying for. This [recommendation form](#) needs to be completed by the January 31st deadline.
 - b. Your recommender will complete & submit this form online and then your recommendation will be confidentially added to your application(s).

8. Make sure that your resume and cover letter(s) are as strong as they can be! Utilize the resources around you:
 - a. The Rubenstein Stewards are great at reviewing resumes/cover letters and providing helpful feedback – stop by Aiken 219 and be sure check out their [office hours](#).
 - b. Stop by Anna Smiles-Becker's (Rubenstein Career Counselor & Internship Coordinator) office (Aiken 220G) to sign up for a resume/cover letter review appointment.
 - c. Visit the [The Hub](#), 1st Floor Davis Center Mondays-Thursdays 10am-5pm, Fridays 10am-3pm.

9. A team of Rubenstein faculty and staff will be reviewing all submitted applications and forwarding materials onto each Perennial site. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during early-mid March.