ALTMAN SCHOLARS SUMMER INTERNSHIP PROGRAM – 2016

APPLICATION INSTRUCTIONS

Thank you for your interest in the Altman Scholars Summer Internship Program for Summer 2016. To apply for the program, please complete the steps below by February 16th, 2016 at 4pm.

1. Review the full list of host companies, open positions, and project descriptions found here.
2. After reviewing the list of companies and positions available, complete the Application Form in its entirety. **BEFORE SUBMITTING THIS FORM, YOU MUST CHECK THE "SEND ME A COPY OF MY RESPONSES" CHECKBOX AT THE BOTTOM OF THE PAGE**. A copy of your responses is REQUIRED in your complete application packet.
3. **Application Packet**: you must submit a separate application packet for each position you wish to apply.
    a. Your application packet must include:
        ✓ the copy of your responses from the Application Form in Step 2 (saved as a PDF with title format 'Lastname_Application')
        ✓ your resume (saved as a PDF with title format 'Lastname_Resume_CompanyName')
        ✓ a cover letter (saved as a PDF with title format 'Lastname_Cover Letter_CompanyName')
        ✓ any additional applications documents requested for the position (any additional documentation needed will be noted in the position description on the Google doc in Step 1).
    b. Compress all PDF filed listed above into a .zip folder labeled as '[Lastname_CompanyName_RoleID_Application Packet].zip' Again, **you must submit one application packet .zip folder for each position you are applying for**, although this does not mean you will not be considered for other positions for which you are qualified.
4. Email your application packet .zip folder to Mary Dieglio, Altman Program Director: dieglimc@miamioh.edu by 4pm on February 16th, 2016.
5. Deliver a hard copy (stapled) of your application packet materials to Mary Dieglio, Altman Program Director: FSB 2077 by 4pm on February 16th, 2016.

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