



Summer 2004

Part 1 - Personal Information

First name:

Last name:

Date of Birth: *mm/dd/yyyy*

Social Security #: *enter digits only, no dashes*

Primary Phone: *format is (###) ###-####*

Optional Secondary Phone: *format is (###) ###-####*

E-Mail:

Are you a U.S. citizen? *U.S. citizenship is required*

Yes No

At the time of the internship, I will be a(n):

Upper-level Undergraduate student

(includes students enrolled in 5-year Masters programs, who have not completed all of the undergraduate coursework)

Graduate Student

(includes JD students)

PhD Student

If you are a male born after December 31, 1959, have you registered with the Selective Service?

Yes No Not Applicable

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Part 2 - Education

Have you completed at least two years of college?

Yes No

Will you be graduating before the completion of the internship?

No Yes

I am enrolled at: *School Name*

I am a:

Full-Time Student Part-Time Student

Degree Expected:

BA

BS

BBA

JD

Other Undergraduate Degree:

Major:

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Part 3 - Internship Information

I can begin my internship on or about:

mm/dd/yyyy

I expect to complete it on or about:

mm/dd/yyyy

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Part 4 - Cover Letter, Resume, and Relevant Coursework

Cover Letter - Please type or cut/paste your cover letter below *(text-only please)*

Resume - Please type or cut/paste your resume below *(text-only please)*

Relevant Coursework - Please list the courses you have taken that are relevant to the position you are seeking.

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Part 5 - Computer Skills, Language Skills and Additional Information

OPIC operates in a Microsoft Windows PC environment and uses predominately Microsoft products. Please select your level of experience for each product below.

MS Access	<input type="radio"/> Expert	<input type="radio"/> Advanced	<input type="radio"/> Intermediate	<input type="radio"/> Novice	<input checked="" type="radio"/> No Knowledge
MS Excel	<input type="radio"/> Expert	<input type="radio"/> Advanced	<input type="radio"/> Intermediate	<input type="radio"/> Novice	<input checked="" type="radio"/> No Knowledge
MS Powerpoint	<input type="radio"/> Expert	<input type="radio"/> Advanced	<input type="radio"/> Intermediate	<input type="radio"/> Novice	<input checked="" type="radio"/> No Knowledge
MS Word	<input type="radio"/> Expert	<input type="radio"/> Advanced	<input type="radio"/> Intermediate	<input type="radio"/> Novice	<input checked="" type="radio"/> No Knowledge
Quark Express	<input type="radio"/> Expert	<input type="radio"/> Advanced	<input type="radio"/> Intermediate	<input type="radio"/> Novice	<input checked="" type="radio"/> No Knowledge
Other: <input type="text"/>	<input type="radio"/> Expert	<input type="radio"/> Advanced	<input type="radio"/> Intermediate	<input type="radio"/> Novice	<input checked="" type="radio"/> No Knowledge

Please list any languages that you have had training in and include the level of proficiency for each language

Do you claim Veteran's Preference?

Yes No [Click here for more information](#)

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