



Get Ready To Apply Checklist

Here is an overview of the information you will need to enter when filling out the BEC internship application. There are 5 sections to complete and you will want to gather the needed materials BEFORE you begin. The application must be completed all at one time.

It is required for you to submit your RESUME and PROOF OF ENROLLMENT, preferably with your application to avoid delays in processing. You will not be considered for any intern position without them. They must be submitted in Word or PDF formats. Your resume is forwarded to supervisors to select intern candidates.

DOCUMENTS YOU WILL UPLOAD IN THE ONLINE APPLICATION:

- **Personal Resume**
- **Proof of School Enrollment (such as official copy of class schedule)**
 - college students must be enrolled in at least 6 credit hours

Section 1: Personal Information Includes:

- Your Parent/Guardian place of employment, work phone and email (*age 17 and under only*)
- Your work availability - days and hours - Monday thru Friday

Section 2: Career Interests and Objectives Includes:

- At least two career fields you are interested in (select from pull-down menu)
- Your objective for doing the internship (see next page for examples)
(A summary of your internship aspirations, what you expect from the internship and what you have to offer to an internship employer)

Section 3: Education Includes:

- Your Grade Point Average (GPA)
- At least two classes you've taken related to your career interests

Section 4: Skill Identification using pull-down menu selection:

- You select your Soft Skills and rate them moderate or advanced
- You select your Basic Skills and rate them moderate or advanced
- You select your Computer Skills and rate them moderate or advanced
- You select your Technical Skills and rate them moderate or advanced

Section 5: References Includes:

- Contact information for at least two (2) people not related to you
- Need phone number, relationship to you, how long you've known them

Questions? Contact HR at the BEC: 503-646-0242 x29, hr@becpdx.org

Internship Objectives

What is an Objective Statement?

- You write your own personal objective statement in Section 2 of the BEC internship application. An Objective Statement is a summary of your internship aspirations, what you expect from the internship and what you have to offer to an internship employer.

Why are Objective Statements important?

Objective statements help you to:

- Establish your professional identity
- Emphasize your main qualifications by stating what you have to offer to an organization
- Inform others of the positions(s) you are seeking and your career/internship goals

Drafting Your Objective Statement

Before drafting or revising your objective statement, you should try to answer the following questions:

- What are your career/internship goals?
- What are your main qualifications (strengths, skills, areas of expertise)?
- What position (or series of positions) are you seeking?
- What type of organization would you like to work for?

Be Specific

- In order to be effective, an objective statement should be specific.
- Avoid vague statements.

Examples of Effective Objective Statements:

• **Administrative Support Internship:** *Seeking an Administrative Assistant position with a company that will allow me to fully utilize my communication, organizational, and problem solving skills.*

• **Computer Technology Internship:** *Seeking a Programmer/ Analyst position that will provide me with the opportunity to develop skills in software design and utilize my analytical and database design abilities.*

• **Accounting Internships:** *Seeking a position in the field of accounting that will teach me basic accounting skills and utilize my strong math, organizational and detail-oriented abilities.*