

## Advance Internship – Summer 2016 Assignment

MANDATORY Assignment → Save everything as ONE word document → send the assignment to turnitin.com AND google classroom summer page **no later than 7:59am on July 25th 2016.**

### Last name\_First name\_ summer 2016 Assignment

Your final product should be a word document of 4-5 pages

- Resume (1 page )
  - Cover letter (1page)
  - Place of employment profile (1-2 pages) with reference page (1 page)
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#### Details:

##### 1. Resume (page 1 – ONLY 1 page resume)

- *You should have at least 2 peer reviewers who will check for format and spelling*
- *Your resume should be written formally, honest, consistent and specific to the internship that you are seeking i.e. tailored to the cover letter and mentor*

##### 2. Cover Letter (address to the potential mentor with address – page 2: only 1 page cover letter)

- *I expect that you have had at least 2 peer reviewers who will check for grammar and spelling*
- *Your cover letter should easy to read, and specific to the internship that you are seeking*

##### 3. Place of Employment Profile (may take 1-2 pages, with APA reference page)

Lab / Company's name: \_\_\_\_\_

Lab/ Company's location: \_\_\_\_\_

Lab/ Company's principal research/product: \_\_\_\_\_

Hiring manager/mentor I'm hoping to intern with: (paragraph)

*\*research and write a paragraph biography about your mentor*

*\*Include your mentor's area of expertise/research and interest*

Lab/ Company's main production/ research:

- *Capabilities*
- *Types of research conducted/products produced*
- *Research/Book Publications by the lab or mentor (choose at least 7 most recent publications – APA format)*
- *Lab / Company News*
- *What type of applied research are you hoping to be able to conduct in the lab/company? Come up with at least 3 specific ideas/areas.*

Lab/ Company promotional philosophy and focus:

APA formatted Sources/Reference Page (1 page)

- Use the following link to help you with APA format  
<https://owl.english.purdue.edu/owl/section/2/10/>

## Turnitin.com

Summer Internship Turnitin.com class has been created.

Please enroll yourself into this class. You will need both the enrollment password and the unique class ID generated by Turnitin:

- 12543491                      Class ID
- Berkemeier16                Enrollment password

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