

Thanks to the First Rung Fund, a Donor Advised Fund of Triangle Community Foundation, four local non-profit organizations are offering **six-week paid internships** to Camelot's rising Juniors and Seniors. These internships offer a stipend of \$2,250 for six weeks of full-time work (40 hours/week).

Internship Opportunities for Summer 2019 include:

East Durham's Children Initiative (EDCI) – <http://edci.org/en> located at 2101 Angier Ave. (some work at Holton Career Center, 401 N. Driver St.) in Durham

- Candidates must be interested and willing to interact with children
- Help with a STEAM Summer Camp, the summer lunch program, and/or with office support
- Must work June 17 – August 2 with the week of July 4 off

Life Experiences - <https://lifeexperiences.org> located in Cary near Chapel Hill Blvd./54 and Cary Parkway - 260 Towerview Ct.

- Work with adults with developmental and intellectual disabilities who participate in employment opportunities like baking, laundry, rolling airline silverware, buckwheat processing, shredding, etc.
- Dates may be flexible around vacations

El Centro Hispano - www.elcentronc.org located at 2000 Chapel Hill Rd Suite 26A in Durham

- Intermediate to Advanced Spanish required
- Serve as teaching assistant for adult GED programs by supporting students, helping the teacher, and creating materials so students can study at home
- Exact dates TBD

Diaper Bank - <https://ncdiaperbank.org/triangle> located at 1311 E. Club Blvd. in Durham

- Assist with several ongoing research projects
- Shadow and assist Distribution Coordinator with volunteer groups
- Fill orders for Community Partners
- Dates may be flexible

To qualify, you should be:

- A responsible, proactive and independent worker
- Open to working with people of all backgrounds
- Able to empathize
- Sensitive to diverse people's needs
- Willing and able to take guidance
- Willing to follow the norms of the organization for which you work
- Willing to take advantage of all the learning that is available through any kind of work that needs doing
- Experienced with volunteering (optional, but a plus)

To apply, please write a letter of interest to the selection committee in which you talk about

- How your interests and experiences match up with the internship(s) you would consider (show you have read about the organizations on their websites)
- What skills you could bring to the internship – ability or experience working with children, babysitting certification, typing, comfort with coding, social media, etc.
- Comment on the qualifications listed above as necessary, include anecdotes or evidence
- Which internships you are willing to do and what your preferences are
- Feel free to attach a resume

**PLEASE SUBMIT LETTER, RESUME AND PARENT SIGNATURE FORM TO AMY CUMMINGS
BY WEDNESDAY, MARCH 20.**

Internship Cover Letter Sample Example

FirstName

Street

City, State Zip

cell: 555-555-5555

email: name@gmail.com

Date

To: Name

Job Title

Company

Street

City, State Zip

Dear Ms. LastName,

I am interested in applying for the scientific research summer internship position that was listed through the Name University Career Services Office.

I have had a great deal of laboratory experience in chemistry, biology, and geology, both indoors and in the field. In the lab, I have performed chemical reactions and I am currently using microscopes to observe many specimens. In environmental field studies, I have conducted outdoor labs to assess water chemistry. Last summer, I worked as a conservation assistant at Clumber National Park.

I am seeking to complement this outdoor experience with a research internship in order to acquire the background necessary for a future career in scientific research.

I believe that I would be an asset to your program. This internship would provide me with the ideal opportunity to assist at your organization and to expand my research skills.

I look forward to speaking with you. Thank you for your consideration.

Sincerely,

Signature (hard copy letter)

Your First and Last Name

Parents,

Please sign below to indicate that the following requirements can be met:

You give permission for your student to do the following internships and certify they are available to do them:

- East Durham's Children Initiative (EDCI)** – <http://edci.org/en> located at 2101 Angier Ave. (some work at Holton Career Center, 401 N. Driver St.) in Durham June 17 - August 2 except the week of July 4
- Life Experiences** - <https://lifeexperiences.org> located in Cary working with adults with intellectual and physical disabilities
- El Centro Hispano** - www.elcentronc.org located at 2000 Chapel Hill Rd. in Durham. Please note that only students with intermediate to advanced Spanish can apply!
- Diaper Bank** - <https://ncdiaperbank.org/triangle> located at 1311 E. Club Blvd. in Durham

Please also initial the following:

_____ You will ensure that your student has transportation to and from the internship site each day

_____ You certify that your student is available for the dates needed for the internships. If there are any conflicts, please note them here: _____

_____ If there are any other restrictions on your child's availability this summer, please note them here (like piano lessons every Tuesday at 4pm):

_____ You recognize that as a paid internship, fulfilling the requirements needs to be a top priority for your student this summer.

Will your child have his or her own car during the internship period?

- Yes No Unsure

Student name: _____ Parent name: _____

Parent signature: _____ Date: _____

Parent contact info: cell _____ Work - _____ Home - _____

Parent email: _____

Address: _____

