

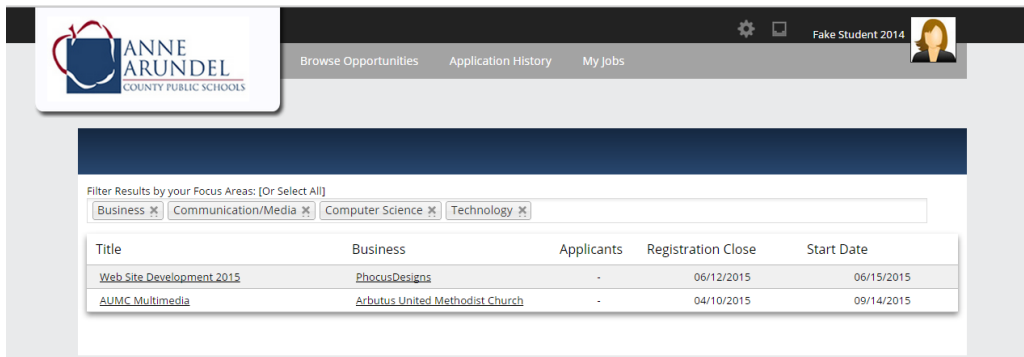
<http://aacpsstudentinternships.org/>

Applying For Internships

Browsing Opportunities

You can view opportunities that match the areas of interest that you selected when setting up your profile by clicking on **Browsing Opportunities** on your home page

Browse all opportunities by clicking on **Select All**



Title	Business	Applicants	Registration Close	Start Date
Web Site Development 2015	PhocusDesigns	-	06/12/2015	06/15/2015
AUMC Multimedia	Arbutus United Methodist Church	-	04/10/2015	09/14/2015

If you click on the business name you will see the profile of that business. The profile includes contact information, company background, etc.

If you click on the title of the opportunity you will see a description of the opportunity including skills needed.

Applying for Internships

Scroll to the bottom of the opportunity description and click on

[Apply To This Opportunity](#)

The following box will appear. A cover letter is required.

Please use this space below to include a cover letter, or a message to the company in addition to the information you provided on your profile and your resume.

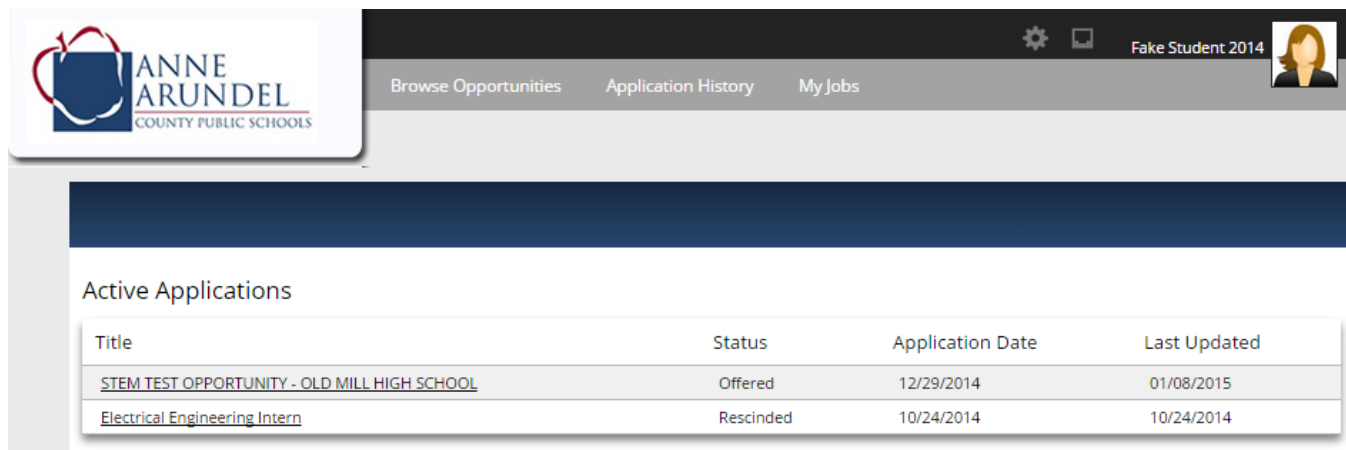
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[Send Application](#)

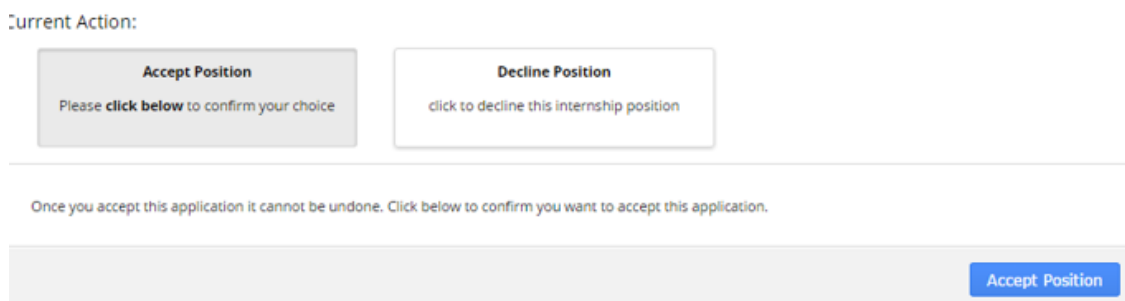
Once you click **Send Application** it is sent immediately to the business. Please make sure your resume and cover letter are professional and complete before you click submit.

Monitoring your applications

Check the status of your applications on a regular basis by logging into the portal and clicking on **Application History** in the top menu.



- **New** – The business is reviewing student’s application
- **Interview Scheduled** – The business contacts the student via email or cell phone to schedule an interview
- **Rescinded** – The student chose to remove their application
- **Offered** – Student is notified they have been offered the position. Student should log into the portal and accept or decline. Go to **Application History** in the top menu. Click on the business name that offered the position.



- **Accepted** – Please communicate with the business regarding their expectations for schedule and dress.
- **Declined** – The business has declined your application

❖ **Always respond to the mentors emails and phone calls in a timely fashion**

Check the portal often for new opportunities