



1120 University Capitol Centre
Iowa City, Iowa 52242
319.335.0351
www.icfrc.org

Internship Application

Personal Information

First Name _____ Last Name _____
Primary Phone _____ Email _____

Education

Major(s) _____ Est. Date of Graduation _____
Minor(s) _____ Certificate(s) _____

Work Experience (résumé appreciated)

Company _____ Job Title _____
Address _____ Srt/End Date _____
City, State, Zip _____ Name of supervisor: _____ Yes No
May we contact them? _____

Briefly list duties performed, skills used or learned, and advancements or promotions

Work Experience 2

Company _____ Job Title _____
Address _____ Srt/End Date _____
City, State, Zip _____ Name of supervisor: _____ Yes No
May we contact them? _____

Briefly list duties performed, skills used or learned, and advancements or promotions

Please return this application, your résumé, and a cover letter to: ICFRC, 1120 UCC, Iowa City, Iowa 52242 or email to: ICFRC@uiowa.edu. If you have any questions, please call our offices: 319-335-0351

Availability

Please list the times you are available to work in the boxes below, preferably in blocks larger than one hour.

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

How many hours per week would you like to work? (6+ hours per week is preferred) _____

Will you be in Iowa City this summer? Yes No

Will you be willing to intern during the summer? Yes No

Skills

Program/Languages	None	Nov.	Intr.	Adv.
Microsoft Excel				
Microsoft Access				
Microsoft Publisher				
Constant Contact/Mail Merging				
WordPress				
Other _____				
Other _____				

None - No experience.

Novice - You've used it, but cannot use most of the features because you are unfamiliar with them.

Intermediate - The program is easy to navigate through and you are familiar most of the features, but would not be comfortable teaching.

Experienced - You are familiar with the program and would feel confident teaching others or giving advice concerning its features.

International Experience

Have you ever lived in, studied in or visited a foreign country? Yes No

If you answered yes to the previous question, please elaborate in the chart below:

Country	Length of Stay	Purpose for Trip

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