



Get Ready To Apply Checklist

Here is an overview of the information you will enter when filling out the BEC Internship Application. There are 4 sections to complete. Gather the needed materials BEFORE you begin as the application must be completed all at one time.

DOCUMENTS YOU WILL UPLOAD IN THE ONLINE APPLICATION:

Must be submitted in Word or in PDF format.

You will not be considered for any position without required documents.

- **Personal Resume**
 - required for all Student Intern applicants
- **Proof of School Enrollment**
 - required for all Student Intern applicants
 - such as copy of class schedule or DMV Certificate
 - college students must be enrolled in at least 6 credit hours

Section 1: Personal Information:

- Your Name, Address and Contact Information
- Your Parent/Guardian place of employment, work phone and email (age 17 and under only)
- Your work availability - days and hours - Monday thru Friday
[You may be asked to submit to a pre-employment drug test and/or criminal history background check as a condition of employment as a BEC intern]

Section 2: Career Interests and Objectives:

- 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:

- [Required for all Student Intern applicants]*
- Name of school you currently attend; Expected Graduation Month/Year
 - Your Grade Point Average (GPA)
 - College Students: Enter your Major and Minor fields of study

Section 4: Skill Identification: selected thru pull-down menus

- Select your skills in each category and rate them moderate or advanced
Skill Categories: Soft Skills, Basic, Computer, Technical, Other

Questions? Contact HRassistant at the BEC: 503-646-0242 x35, hrrassistant@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.*