

## **2008 CITY OF PHILADELPHIA MAYOR'S INTERNSHIP PROGRAM APPLICATION**

The City of Philadelphia is seeking undergraduate students to serve as interns in selected City departments. The Mayor's Internship Program (MIP) is a summer internship that runs for 8 weeks, beginning in June. **Mayor's Interns** are assigned projects providing research, administrative, and staff assistance to high-level City managers. Past interns have assisted City staff in such functions as:

- Community Relations
- Press and Public Relations
- Financial Analysis
- Best Practices and Primary Research
- Program Planning
- Organizational and Administrative Support

**Required Qualifications:** Applicants must be an undergraduate level student in order to apply. Undergraduates who have reached their sophomore year by the beginning of the program will be considered. A background in one or more of the following areas is desired: law, business/management, communications, public policy, economics, finance, human resources, social services, energy management, labor relations, or public administration. Exceptional generalists will also be considered. Assignments will be tailored to meet the interns' skills and experience.

**Internship Terms:** This is a non-paying internship, requiring a *minimum* commitment of 20 hours per week. Wherever possible, the City will cooperate with programs under which students may earn academic credit.

**Please fill out the entire application to the best of your knowledge and submit it no later than April 11, 2008 to be eligible for consideration for the 2008 Mayor's Internship Program.** Applications will be accepted on a rolling basis and interviews will be scheduled as soon as applications are received, starting in early March 2008.

**PART I: ELIGIBILITY AND APPLICATION INFORMATION**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: ( ) F ( ) M

College or University: \_\_\_\_\_

Classification for Fall 2007 (Sophomore, Graduate Student, Etc.):  
\_\_\_\_\_

**CURRENT ADDRESS:**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Current Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

School Email: \_\_\_\_\_

**SUMMER ADDRESS: (if different)**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Summer Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Secondary Email (if needed): \_\_\_\_\_

Are you a United States Citizen? ( ) Yes ( ) No\*

*\*If you are not a United States Citizen, are you a Permanent Resident?*

( ) Yes ( ) No

Race/Ethnicity (optional): \_\_\_\_\_

How did you learn about the program?

\_\_\_\_\_  
\_\_\_\_\_

Check the following area(s)  
that interest you:

- Business/Management
- Commerce
- Communications
- Economics
- Education
- Energy Management
- Finance
- Human Resources
- Labor Relations
- Law
- Public Administration
- Public Policy
- Social Services

Other/Specify:

\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION:**

List college(s) attended, starting with the most recent:

School	Major(s)	Degree(s) (Eg: B.A., B.S., etc)	Expected Graduation Date / Date Awarded

**REFERENCES:**

Give at least four references, including, but not limited to, persons under whom you have worked, *who are not relatives*, and who have first-hand knowledge of your character, personality, scholarships and ability or work skills. One reference must be your immediate past supervisor.

Full Name	Title	Business Address Including Phone Number	School Name

**AGREEMENT:**

*I certify that the statements made by me in conjunction with this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that if I knowingly make any misstatement of facts I am subject to disqualification or dismissal and to such other penalties as may be prescribed by law, ordinance, or Civil Service Regulations.*

*I understand and agree that an investigation may be made to verify the truthfulness of the statements contained in this application, including, but not limited to, information provided regarding prior employment, skills and qualifications, education, references and essay. I hereby authorize the City of Philadelphia to conduct such an investigation, and release the City of Philadelphia and its subsidiaries, affiliates, employees, agents and representatives from any and all liability as a result of any inquires made while conducting this investigation.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PART II: RESUME**

You are required to include a current resume with your application. The resume should reflect your past work history and any school or community activities in which you have been involved. Include the names of all organizations, the title of the organization and the dates of participation.

**PART III: ESSAY**

In an essay not to exceed 500 words, describe your reasons for applying to the Mayor's Internship Program, detailing what you believe you can contribute and what you hope to get out of an internship experience. Please include any specific areas within city government that are of interest to you.

**Submit Application Materials To:**  
Mayor's Internship Program City of Philadelphia

ATTN: Stephanie Tipton  
Assistant Managing Director  
Municipal Services Building 1401 JFK Blvd., Suite 1430  
Philadelphia, PA 19102

FAX: 215-686-3497

**Questions can be referred to the Managing Director's Office, at (215) 686-3499, or you may direct emails to [mip@phila.gov](mailto:mip@phila.gov).**