

# Attachment G

## PRE-EMPLOYMENT CHECKLIST FOR STUDENT INTERNS

<input type="checkbox"/> Completed College Student Intern Application
<input type="checkbox"/> Resume
<input type="checkbox"/> College Transcript
<input type="checkbox"/> 250 Word Narrative Outlining Specific Project Goals for the Internship
<input type="checkbox"/> 3 Letters of Recommendation
<input type="checkbox"/> Voluntary Student Agreement

**Check one:**

Complete Package

Incomplete Package

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Date: \_\_\_\_\_