

Office of Leadership Investment
Ad-Hoc Department Intern Request Form

Print Form

*To request interns throughout the academic year
Request will be posted to the Experience Philadelphia website*

Department : Mayor's Office

Contact Person: Kathy Lonie

Email Address: kathleen.lonie@phila.gov

Phone Number: 215-686-7508

Fax Number: 215-686-2555

Applicant Education Level: High School College Graduate School Other

Beginning Date: 3/16/08

End Date:

Hours per Week: 20

Paid Unpaid

If paid, please list wage:

Job Description: Answer phones; open mail; update mail log and phone log; filing; copying; mail deliveries; other projects as needed

Qualifications: Microsoft Word, Access, Excel and PowerPoint

Submission Requirements: Cover Letter Resume Recommendation Transcript

Can potential applicants contact you with questions? Yes No

How should potential applicants apply? Email Mail Fax