



2004 CITY OF PHILADELPHIA MAYOR'S INTERNSHIP PROGRAM

The City of Philadelphia will be seeking graduate and undergraduate students to serve as summer interns in the Mayor's Office and selected City departments. **Mayor's Interns** are assigned substantive projects providing research, administrative and staff assistance to high-level City managers. For example, past interns have assisted City staff with budget and performance evaluation, labor-management relations, press relations, strategic plan development, researching "best practices" in other municipalities and in the private sector, organizational analysis and reengineering, grant writing, speech writing, legal research, financial analysis, community relations, and intergovernmental relations.

Required Qualifications: Applicants must be an undergraduate or graduate level student in order to apply. Undergraduates that 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. **Applications must be received no later than April 30, 2005 in order to be eligible for consideration in the 2005 Summer Internship Program.**

Part I: Eligibility and Application Information

Last Name _____

First Name _____

Current Address:

Street _____

City _____ State _____

Current Telephone Number: _____ Email: _____

Summer Telephone Number: _____ Email: _____

Summer Address: (if different)

Street _____

City _____ State _____

Education: List college(s) currently and previously attended, starting with the most recent:

School	Major	Degree (Awarded or Expected)	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you a United States Citizen () Yes () No or Permanent Resident () Yes () No

Date of Birth (optional): ____/____/_____

Race/Ethnicity (optional): _____

How did you learn about the program? _____

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 applications to:

Mayor's Internship Program
City of Philadelphia
ATTN: Shane Creamer
Municipal Services Building
1401 JFK Blvd., 14th Floor
Philadelphia, PA 19102
Email: shane.creamer@phila.gov
FAX: 215-686-3494

Questions may be referred to Shane Creamer, Assistant Secretary of Education, (215) 686-3496.