Please read this guide PRIOR to submitting an application to the CEMS Summer Internship Program! Failure to follow these directions can result in your application being denied.

**Need Assistance?** Contact Lauren Petrie (Lauren.Petrie@uvm.edu), CEMS Career Coordinator in Votey 337

**IMPORTANT**
- You must be an UNDERGRADUATE, CEMS student in good standing
- You are NOT eligible if you are going to be a May graduate.
- It is ESSENTIAL to ensure you have quality application materials. Meet with a Career Advisor from the Career Hub (1st Floor, Davis Center) or Lauren Petrie, CEMS Career Coordinator (Votey 337)!!

**DATES**
- Friday January 13th: Internship job descriptions will be available to be viewed on the system. Some job descriptions may be available prior to this date but there is no guarantee.
- Monday February 13th at 4:00pm: ALL Student Applications including Recommendation Forms are due. The system WILL NOT allow you to apply after 4:00pm on this date.
- Friday March 3rd: Students notified regarding application status.

**REQUIRED DOCUMENTS**
- You may apply to as many positions as you wish, BUT you must Rank the positions you apply for (1 being your top position). Upload a word document with your ranking in Documents under "Position Ranking".
- You will need just ONE resume. This resume can be used for any positions you are applying. If you would like to make a specific resume for each internship, you can, but it is not required.
- You will need to write ONE cover letter for EACH internship you are applying to.
- You will need to upload a copy of your Transcript - PDF copies can be obtained by the Registrar’s Office: [http://www.uvm.edu/~rgweb/?Page=gradesandtranscripts/g_transcripts.html&SM=g_menu.html](http://www.uvm.edu/~rgweb/?Page=gradesandtranscripts/g_transcripts.html&SM=g_menu.html)
  - EMAIL Link to a professor or previous employer, but should be someone familiar with your technical skills who can speak about your abilities to perform the duties required of the internship. ****Forms must be completed by 4:00PM on Monday February 13th

**HOW TO VIEW AVAILABLE INTERNSHIPS & APPLY**
1. Access CEMS Internship, Co-Op, and Research Postings on the following website: [www.myinterface.com/uvm-cems/student](http://www.myinterface.com/uvm-cems/student) Log into system using your Username (UVM netID) and Password (UVM 95 number).
2. Update your Profile & Upload Application Documents
   - Put your cursor over My Account and select My Profile OR My Documents
   - Under My Documents you can upload your Resume, Cover Letters, Transcript, and Position Ranking.
   - When uploading your Cover Letters -- you must select and save one at a time.
3. Put your cursor over Position Search and select Internship, Co-Op, and Research Search
   - Under Position Type select "CEMS Summer Internships" "CEMS Engineering Co-Ops" or "CEMS Barrett Research Scholarships" to view positions available
4. Click on any Position Title to view more details about the position & Apply
   - **NOTE** - You will not see the "Apply" button when you view a position until you upload the Required Documents (Resume, Cover Letters, and Transcript)! the "Apply" button will appear when viewing a position.
5. Recommendation Forms will be uploaded by CEMS Career Coordinator