

# Rubenstein Perennial Internship Program

## 2021 Application Instructions

Rubenstein students who will have completed their sophomore or junior year by Summer 2021 are eligible to apply. Students graduating in May 2021 are not eligible to apply.

Here are step-by-step instructions for how to apply.

1. Click the following link to view the Rubenstein Perennial Internship Descriptions in Handshake: <https://uvm.joinhandshake.com/employers/226837>
  - a. If asked to log in: click "UVM Net ID Login" & login.
  - b. Click the Favorite button to enable easier searches in the future.
2. Click "View All Jobs" in Jobs at Rubenstein Perennial Internship Program box on right side of page.
3. You should now see the great Perennial internship opportunities! Click "View Details" to learn more about each position.
  - a. Please do take the time to carefully read each individual description so that you don't miss a great opportunity by judging an internship solely on its title.
  - b. You may apply for up to **three** Perennial Internships.
  - c. All applications are due by 11:59pm, Wednesday, February 17<sup>th</sup>, 2021.
4. You'll need to upload both required documents in Handshake before you can apply for any Perennial Internship:
  - a. Click on your name at top right of screen in Handshake
  - b. Select Documents.
5. Please upload documents as pdfs. The following are required documents:
  - a. Resume
  - b. Cover Letter
    - i. You should write and upload unique cover letters for each position to which you are applying.
    - ii. In your cover letter, provide name & contact information for at least one professional reference. This could be someone who supervised you in a past work/internship/volunteer position, a professor or teacher, etc. The person listed should **not** be the person also completing your recommendation form.

6. In addition to the documents listed above, a [recommendation form](#) will need to be completed by a Rubenstein faculty, graduate student or staff member of your choosing.
  - a. When you ask your recommender if they are willing to complete the form to support your application, please provide your recommender this [link to the recommendation form](#)
  - b. Only one recommendation form needs to be completed regardless of how many Perennial Internships you are applying for.
  - c. Your recommender will complete & submit this form online and then your recommendation will be confidentially added to your application(s). This [recommendation form](#) needs to be submitted by the February 17<sup>th</sup> deadline.
7. Make sure that your resume and cover letter(s) are as strong as they can be! Utilize the resources around you:
  - a. The Rubenstein Stewards are great at reviewing resumes/cover letters and providing helpful feedback. Email the Stewards to schedule an appointment after the start of the semester: [RSENRStewards@uvm.edu](mailto:RSENRStewards@uvm.edu)
  - b. Get your resume and cover letter reviewed by a Career Counselor at the Career Center. [You can learn more here about how to schedule an appointment.](#)
  - c. Sign up for a resume/cover letter review appointment with Anna Smiles-Becker (Rubenstein Career Counselor & Internship Coordinator) using [Navigate](#).
8. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during early-mid March.