



## Externship Student Application Form

1. To apply students must create an application package. The package includes the form below, a letter of interest and a resume.
2. Students must be registered as a full-time undergraduate Memorial University student prior to the Externship placement.
3. The Externship runs from April 29-May 3, 2019
4. Deadline for application is: April 5, 2019.

### Personal Information:

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

MUN E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

### Academic Information:

Campus:  St. John's Campus  Marine Institute  Grenfell Campus

Program: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Year of Study: \_\_\_\_\_

### Program Information:

**Placement:** Please indicate the Externship you wish to take part in. Include the company name and job title:

\_\_\_\_\_

**Note:** If you are interested in multiple placements, students must submit a separate application for each placement. Please note that students will receive one Externship placement per Extern period.

### Letter of Interest:

**Students are required to complete a 1 page letter of Interest and attach it to their application.**

**Questions to consider when writing a Letter of Interest:**

Please indicate why you are interested in participating in a two-week placement?

How does this Externship placement align with your career goals?

What is your previous experience, education and training that is applicable to this placement?

What skills do you want to learn or enhance during this Externship?

Provide a statement of intent: Why should you be chosen for this Externship Program opportunity?

### Declaration/Authorization:

I have read and agree to abide by the terms and conditions of this program. I consent to the exchange and use of information contained in this document between Career Development and the Externship Host.

The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is used for the purposes of program administration and for dissemination to the Externship host. Questions about this collection and use of personal information may be directed to the department of Career Development (Student Life), 709-864-3446 or [pstrickl@mun.ca](mailto:pstrickl@mun.ca).

Signature: \_\_\_\_\_

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

Please return completed application to:  
**Externship Coordinator**  
Career Development (Student Life), UC 4002  
Fax: 864-7074  
Email: [claire.ledrew@mun.ca](mailto:claire.ledrew@mun.ca)