

HARRY S. TRUMAN LIBRARY & MUSEUM
COLLEGE INTERN APPLICATION

FIRST NAME: _____ LAST NAME _____
DATE OF BIRTH: Month _____ Day _____ Year _____

HOME ADDRESS:

HOME PHONE: _____ CELL PHONE: _____
E-MAIL ADDRESS: _____

IN AN EMERGENCY, PLEASE NOTIFY:
NAME: _____ PHONE _____

PRESENT & PAST EDUCATION:
College/University Presently Attending: _____
Grade: Freshman _____ Sophomore _____ Junior _____ Senior _____ (check one)
Undergraduate _____ Graduate _____ Program (check one)
Major _____

PERSONAL STATEMENTS:

1. How did you hear about our Intern Program?

2. Why are you interested in an internship with the Truman Library & Museum?

3. What do you think best qualifies you to be a Truman Intern?

4. Other comments you would like to make?

List computer programs you are skilled in or familiar with:

AREAS OF THE TRUMAN LIBRARY THAT ARE AVAILABLE FOR INTERNSHIPS:

(Please rank your interest in completing an internship in the following areas)

Archives _____ Education _____ Museum Collections _____ Public Relations/Marketing _____

See Truman Library web site at <https://www.trumanlibrary.gov/about/internships> for additional information.

I am interested in an internship for the following dates:

Is the internship for college credit? Yes ___ No ___ If yes, how many hours are required? _____

AUTHORIZATION:

"I give permission to the Harry S. Truman Library & Museum to conduct a background check."

Signature

Date

IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED, THE FOLLOWING MATERIALS MUST BE RECEIVED BY THE APPLICATION DEADLINE:

- College intern application
- Cover letter <https://www.trumanlibrary.gov/about/internships>
- Resume
- College transcripts
- Writing sample
- Two letters of recommendation (relatives not included). Recommendation letters should discuss, but are not limited to the following: in what capacity and how long they have known you; dependability; people skills; time management; initiative; and other qualities.