

Internship Program Application

Planning Department

DATE: _____

The Town of Christiansburg Planning Department is responsible for outdoor advertising, planning, subdivision review, zoning and a host of related topics for the Town. Interns will be given the opportunity for hands-on experience in working for local government.

Internship applicants will be expected to assist in the day to day functions of the Planning Department in a professional manner while showing a strong work ethic. The Planning Department expects interns will treat their position seriously, as they would any employment. In return, the Planning Department will strive to provide every learning opportunity available to help build professional skills and experience with municipal land use planning and code enforcement for their interns.

****Please complete both sides of this application. ****

PERSONAL INFORMATION

NAME: _____

CURRENT ADDRESS: _____

PHONE NUMBER: _____ E-MAIL: _____

COLLEGE/UNIVERSITY: _____

MAJOR/CONCENTRATION: _____

DEGREE AWARDED/WORKING TOWARD: _____ # OF SEMESTERS COMPLETED: _____

ANTICIPATED GRADUATION DATE: _____

INTERNSHIP AVAILABILITY

FALL (September-December) JANUARY TERM (January)

SPRING (February- May) SUMMER (May-August)

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

PART- TIME (20 hours/week) FULL-TIME (35 hours/week) OTHER _____

I will be receiving college credit for this internship: YES NO

I certify that the information provided on this application is true and not falsified in any way.

Signature: _____

REFERENCES

Please provide 2-3 professional references. Do not list friends or relatives.

NAME _____
PHONE NUMBER _____ EMAIL _____
ADDRESS _____

RELATIONSHIP _____
HOW LONG HAVE YOU KNOWN THIS REFERENCE? _____

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ATTACHMENTS

Please submit the following materials as part of your application:

COVER LETTER (explain your qualifications and why you'd like to intern with the Town)

RESUME (list relevant coursework, employment history and other relevant experience)

WRITING SAMPLE (3-5 page writing sample; may be multiple pieces of work)

**PLEASE RETURN COMPLETED APPLICATION/ATTACHMENTS VIA EMAIL
OR MAIL TO:**

INTERNSHIP PROGRAM
C/O HUMAN RESOURCES
100 EAST MAIN STREET
CHRISTIANSBURG, VA 24073

JOBS@CHRISTIANSBURG.ORG (SUBJECT: INTERNSHIP PROGRAM)