

Massachusetts Department of Public Utilities, Human Resource Division

All internships are unpaid. Full-time students who have completed at least one year of college are eligible to apply. An interview is required as part of the selection process. Computer skills are necessary and familiarity with Word, Excel, and Outlook is expected. Previous office experience is strongly preferred.

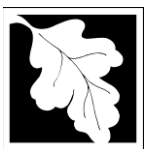
Every effort is taken to ensure that each intern finds their time here a valuable learning experience. We hope each participating student will gain a broad understanding of working in the Human Resource field within the public sector.

We are providing opportunities to undergraduate students who are seeking experience in the Human Resource field.

As part of the DPU's diversity effort and equal-opportunity policies, we seek to accommodate internships for women and men from different racial, cultural, economic and ethnic backgrounds, regardless of their sexual orientation or disability status.

If you are interested in an internship with the Mass DPU please submit a cover letter and resume to: DPU-HR@State.MA.US

1. Responsible for the organization and upkeep of detailed filing systems/file rooms
2. Ensures office activities are operational and in compliance with standards or guidelines.
3. Coordinates unit or department programs and activities (e.g., trainings, seminars, teleconferences, employee recognition activities, recruitment and retention efforts
4. Responds to inquiries and provides information to internal and external contacts.
5. Creates and maintains database and spreadsheet files.
6. Uses computer software or databases to prepare reports and compile data.
7. Provides administrative support to assigned personnel.



Massachusetts Department of Public Utilities

Application for Internship

A. Applicant Information

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Date of Application

Email Address

Name

Present Address

City

State

Zip Code

Permanent Address

City

State

Zip Code

Present Phone #

Permanent Phone #

Cell Phone #

School Currently Attending

Major Area of Study

Years Attended

Current Level

Date Available to Start

Gender Identification: ☐ Male ☐ Female

Race Identification**: Please check one box.

☐ White

☐ Black

☐ Hispanic

☐ Asian/Pacific Islander

☐ Native American

**The completion of this Data Record is optional. Inclusion or exclusion of any affirmative action data will not jeopardize or adversely affect any internship decision.

B. Personal References

Name

Title

Phone # or Email Address

Name

Title

Phone # or Email Address

Name

Title

Phone # or Email Address



Massachusetts Department of Public Utilities

Application for Internship

C. Additional Information

With this application, please include the following:

- ☐ One-page typed resume
- ☐ Cover letter
- ☐ Responses to the following questions, included as part of your cover letter:
 - Why have you chosen to apply for an internship at DPU?
 - What qualities, skills, and interests make you the best candidate?
 - How will an internship at DPU help you to achieve your career goals?

Send your completed package by Tuesday, April 23 via mail or email to:

DPU-HR@State.MA.US

Massachusetts Department of Public Utilities
Human Resource Division
One South Station, 5th floor
Boston, MA 02110

**THIS IS A CONFIDENTIAL INSERT
APPLICANTS ARE ENCOURAGED BUT ARE NOT REQUIRED TO COMPLETE**

It is our policy to guarantee opportunities for all qualified persons without regard to their disability, which can be reasonably accommodated.

Further, the Commonwealth will act in good faith, to affirmatively recruit and consider internship opportunities for individuals in protected categories.

To monitor the success of our recruitment and ADA efforts, we request the following. Please submit your form directly to Wesley Layne, DPU ADA coordinator.

The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Affirmative Action Data Records are kept in a separate confidential file and are not a part of your Internship Application File. Your cooperation is voluntary. Inclusion or exclusion of any affirmative action data will not jeopardize or adversely affect any internship decision.

Name

Address

City

State

Zip Code

Check if the following is applicable:

☐ I am a person with a disability*

*A disability means a physical or mental impairment which substantially limits one or more major life activities; a record of such impairment; or being regarded as having such an impairment. ("Major Life Activities" includes but are not limited to functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. The ADA Coordinator maintains information on disability.