



FOR OFFICIAL USE	
Interview Date/Time:	_____
Interview Completed:	Yes / No
_____/_____/_____	Notified Accepted / Denied
_____/_____/_____	Internship Start Date
_____/_____/_____	Internship Completed
_____	_____

INTERNSHIP APPLICATION FORM

Today's Date ____/____/____

Note: Internships are completed in **Delray Beach, FL.**

Which internship position are you applying for?

- Event Planning
 Accounting
 Marketing
 Travel (Cultural Explorations Cuba)

Personal Information

First Name _____ Last Name _____
 Current Address _____
 City _____ State _____ Zip _____
 Phone Number _____ E-mail Address _____
 College or University _____ Major/Concentration _____
 Degree awarded or working toward _____
 Number of semesters completed _____ Anticipated graduation date _____
 I am currently a:
 Senior
 Junior
 Sophomore
 Other _____

Internship Information

Internship terms are flexible, but a 3 month minimum commitment is preferred.

Please indicate your availability:

- Summer** (June through August)
 Winter (December through February)
 Fall (September through November)
 Spring (March through May)

If other, please specify: _____

Will you be available for:
 Full-time, 35+ hrs/week
 Part-time, 15-20 hrs/week

Days/Times Available: Mon. _____ Tues. _____

Wed. _____ Thur. _____ Fri. _____

Are you seeking a school credit or unpaid internship?
 Unpaid
 School Credit
 Both

Paragon has a variety of operational needs.

Please indicate if you have experience in any of the following areas:

- | | | |
|--|---|---|
| <input type="checkbox"/> Office Administration | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Database Management |
| <input type="checkbox"/> Website Development | <input type="checkbox"/> Lead Generation | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Fundraising/Sponsorship | <input type="checkbox"/> Earth/Environmental Sci. | <input type="checkbox"/> Video Editing/Production |

Job Placement

I am interested in job placement:
 Yes**
 No



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References

Please provide two professional references. Do not list friends or relatives.

1. Name _____ Phone Number _____ Email _____
Address _____
City _____ State _____ Zip _____
Relationship _____
How long have you known this reference? _____

2. Name _____ Phone Number _____ Email _____
Address _____
City _____ State _____ Zip _____
Relationship _____
How long have you known this reference? _____

Attachments

Please submit the following materials as part of your application package:

Personal Statement: Please write a cover letter stating:

1. Why you are interested in an internship at Paragon Events and why you think you are the best candidate for the position.
2. Projects and activities at Paragon Events that interest you (feel free to consult our website).
3. How an internship at Paragon Events would relate to your academic and career goals.
4. A brief description of what you have to offer – special skills, interests, education or training.

Resume: Attach a resume in which you list relevant coursework, employment history, and other relevant experience.

Writing Sample: Please provide a recent 1-3 page writing sample. This can be a school paper or any other professional writing sample.

Letter of Recommendation: Provide one letter of recommendation from a current or former professor or employer. Indicate in this application if the letter is included or will be sent separately.

Please return completed application and attachments via email (preferred method) or mail to:

Paragon Events
352 NE 3rd Ave. Delray Beach FL, 33444
info@paragon-events.com
www.paragon-events.com

Please note that Paragon Events is not able to provide housing for interns.

*Note: Paid internships are only offered on a very limited basis. Unpaid or for School Credit are preferred.

**Although Paragon Events boasts a 90% job placement rate, this does not guarantee that you will be placed in a position upon completion of your internship.