



Digital Internship, Public Education Application Directions

How to apply for an internship:

Prepare a single document (MS Word or PDF) containing: a writing sample, a current resume or vita, and a cover letter (addressed to Erin Comer, Education and Collections Manager). Your cover letter must specify:

- the internship title for which you are applying
- why your interest, experience, and skills combine to qualify you for the internship
- how the named internship fits into your academic and/or career goals

*Only MS Word or PDF documents will be accepted and must not be cloud/drive versions to be downloaded.

Email the Internship Application Form and the single cover letter/resume document (as an attachment) to erin@myhistorymuseum.org. Include your name and the title of the internship in the subject line of the email.

- Specify the weekdays and times you are available for a phone interview

Important Information:

All internships at the History Museum at the Castle are unpaid positions unless otherwise specified within the description.

Properly formatted applications will be acknowledged via email within five business days of receipt. After which you will receive either an interview invitation or notification that you are not a finalist for the internship.

A letter of recommendation (in either MS Word or PDF format) from either an academic instructor, advisor, or a current/recent employer will be required before the internship begins. The recommendation should be e-mailed directly to erin@myhistorymuseum.org. All recommendations must include the applicant's full name in the subject heading of the e-mail.

Applications for internships will be reviewed and the positions filled on a rolling basis through June 1.