



## HISTORY MUSEUM AT THE CASTLE

# Internship Application Directions

### How to apply for an internship

1. Complete Internship Application Form
2. Prepare a single document (Microsoft Word or PDF) containing: a cover letter (addressed to Erin Comer, Education & Collections Manager), and a current resume or vita. Your cover letter must specify:
  - a. The internship title for which you are applying
  - b. Why your interest, experience, and skills combine to qualify you for the internship
  - c. How the named internship fits into your academic and/or career goals
3. Email the Internship Application Form and the single cover letter/resume document (as an attachment) to [erin@myhistorymuseum.org](mailto:erin@myhistorymuseum.org). Include your name and the title of the internship in the subject line of the email.
  - a. Specify the weekdays and times you are available for a phone or video conference interview
4. A letter of recommendation (in either Microsoft Word or PDF format) from either an academic instructor or advisor or a current/recent employer is required and may be submitted with the original cover letter/resume document. If submitted separately, the recommendation should be emailed directly to [erin@myhistorymuseum.org](mailto:erin@myhistorymuseum.org). All recommendations submitted separately (whether sent by you or a third party) must include the applicant's full name in the subject heading of the email.

### 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 5 business days of receipt.

After which you will receive either an interview invitation or notification that you are not a finalist for the internship. Any applicant selected for an interview will usually be contacted first via email.

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