Please submit a cover letter and either this application (or a document with the same information) or a resume with the information. Please see instructions below.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medical School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best times to call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best email address to use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address during school year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where do you consider your “home”? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates you are available for summer internship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

References:

Please provide a letter of reference from someone who can speak to your ability to take initiative and to work independently. From whom should we expect such a letter?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide two additional references that we can contact by phone or email. Of the three references, at least one should be an employer, if possible, and at least one should have known you for at least three years. If you have never been employed for pay, please provide a reference from someone who has supervised you while you were volunteering.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How long have they known you? \_\_\_\_\_\_\_\_\_\_

Phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In what capacity have they known you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How long have they known you? \_\_\_\_\_\_\_\_\_\_

Phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In what capacity have they known you?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

High School name and address, and years attended

Any employment during high school?

College name and address, and years attended

Any employment during college?

Any additional education, volunteer, or work experience? Please use additional pages if needed.

Please indicate you level of experience in the following areas:

|  |  |  |  |
| --- | --- | --- | --- |
| Experience | A lot | Some  | Very little |
| Writing articles for newsletters or other media |  |  |  |
| Making “cold calls” on the telephone |  |  |  |
| Designing web pages |  |  |  |
| Recording and editing audio  |  |  |  |
| Recording and editing video  |  |  |  |
| Managing a group Facebook page |  |  |  |
| Managing a Twitter account and building a following |  |  |  |

For any of the following that is not in your cover letter or resume, please provide short answers, or type on a separate page if you prefer.

How much do you know about single payer? (Brief descriptors – a lot, a little, attended conference on it, etc.- is sufficient)

If you don't yet have a project in mind, please share some of your thoughts about the possible projects suggested in the description of the internship.

For health professions students and pre-meds: Please share your thoughts on what you’d like to do after medical school, with respect to specialty and where you would like to live after residency.

For other applicants: Please share your thoughts regarding your professional goals.

**COVER LETTER**

Please provide a cover letter explaining why you are interested in this internship and what you would like to accomplish with it. If you have a particular project in mind, please describe.

**RESUME OR APPLICATION**

If you don’t have a resume, don’t worry about making one now. The application is sufficient. If you have a resume that does not include all of the above information, please supplement it. We do not care about formatting, etc., for your resume, so if you are on a different computer from when you first wrote your resume and can’t get the format to match when you are updating it now, DON’T WORRY. Just type it on a separate page. Don't let things like that hold up your application. We do care about legibility! So if you don't write legibly, please type: especially names, phone numbers, and email addresses. And you don’t have to type on this form, if it is easier to start your own document.

Please submit to mmalek66@gmail.com and bjkellermd@gmail.com or mail to Betty J. Keller, MD, 1447 Main Street, St. Johnsbury, VT 05819. We look forward to hearing from you!

- Betty