



**STUDENT APPLICATION and APPLICATION ESSAY GUIDELINES  
PILAS Paid Internship Program at Santa Fe Community College**

***Thank you for your interest!***

Please fill out this form completely – do not leave any blanks. Complete forms will be prioritized over incomplete forms. Email as a Word document to [thomasinia.ortizgall@sfcc.edu](mailto:thomasinia.ortizgall@sfcc.edu).

**PLEASE SUBMIT APPLICATION AND ESSAY IN ONE EMAIL.**

**Date:**

**Student Name:**

**Student A#:**

**Phone:**

**Email (SFCC):**

**Specific Name of Degree or Certificate Program:**

(EXAMPLES: Associate of Arts in Media Arts or Accounting Specialist Certificate)

**Total number of credits completed at SFCC to date:**

**Expected graduation date:**

**Are you 18 years or older? (Please bold your response.)** YES NO

**Do you have your own reliable transportation? (Please bold your response.)** YES NO

**How did you hear about the PILAS internship program?**

**I attest that I have read all requirements of the internship at the following WEBSITE (click here) and meet all internship criteria. (Please bold your response.)** YES NO

**I attest that I have written and submitted my 2-3-page (double-spaced) application essay. (Please bold your response.)** YES NO

**Do you have a dream organization where you would like to work?** Please provide the name of the organization, a contact name, and that person's phone and email. Providing this information not a guarantee of placement or participation in the program. If you do not have a preferred organization, we will work to match your program with an available organization.

**Name of Organization:**

**Contact Name, Phone, and Email:**

## STUDENT APPLICATION ESSAY GUIDELINES

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**Please submit a 2-3 page (double spaced) reflection essay answering the following questions:**

1. What are your career aspirations?
2. What skills do you have that will make you a good intern? What skills do you hope to acquire from the internship?
3. Describe one or two challenges you might encounter in this internship and ways you might overcome them.
4. Describe how an internship can improve your chances of getting hired for a similar job.

### **TIPS ON WRITING A GOOD ESSAY:**

1. Put your name and email at the top of the paper.
2. Put the date submitted at the top of the paper.
3. Double space the essay and insert page numbers.
4. Try to enjoy yourself as you're writing. Allow yourself to reflect on your passions and goals, and don't be afraid to tell a story or imagine a dream day at a job you aspire to have.
5. Be specific and descriptive, engaging the reader as you show them where your skills and passions lie.
6. After you are done writing the essay, take a break, then return to read it again with fresh eyes. Check your spelling and grammar before sending.