

INSTRUCTIONS FOR COMPLETING THE CITY OF PORT ORCHARD APPLICATION PACKET

Student Application Requirements

Applicant must submit the following:

- ***Cover Letter*** – this document must highlight applicant’s knowledge, skills, abilities, and experience as they pertain to the governmental accountant key responsibilities.
- ***City Application***
- ***Resume*** – this document must include the applicant’s profile, previous work experience, including dates and employer information, as well as general responsibilities of each experience. This document must also include educational information as it pertains to the governmental accountant key responsibilities.
- ***Essay*** – this document must include what the applicant would like to experience from the internship and what they would like to see in a role model, minimum of 100 word and no more than 500 words.

Applications are accepted during the application period indicated in the application guidelines.