



DRESS FOR SUCCESS®

SOUTH CENTRAL PA



PROGRAMS OF SUITS TO CAREERS, INC.

## **INTERNSHIP QUESTIONNAIRE & APPLICATION**

Thank you for your interest in an internship with Suits to Careers, Inc. We serve unemployed and underemployed men and women across 7 counties, by assisting them with their job search. Our mission is to positively impact lives by helping people achieve economic independence through a network of suiting, support, guidance, employment training and mentorship.

In an effort to best match your interests with our intern opportunities, please fill out this form and feel free to answer only those questions that apply to you.

### **I. CONTACT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

(E-mail) \_\_\_\_\_

Best time and place to reach you: \_\_\_\_\_

### **EMERGENCY CONTACT INFORMATION**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

### **II. EXPERIENCE**

Profession: \_\_\_\_\_ Employer: \_\_\_\_\_

Degree/Major: \_\_\_\_\_ Graduation Date (month/year): \_\_\_\_\_

Brief work/volunteer/internship history (if submitting a resume, leave blank):

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Please tell us about your special talent or leadership qualities.

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### **III. INTERNSHIP INTERESTS**

There are many internship opportunities with our organization. What specifically drew you to our organization? How did you hear about us?

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Please check off any or all areas of interest. Feel free to add to the list below!

- Provide suiting services to clients as a personal shopper
- Assist with our Mobile Services
- Assist with career services (resume writing, mock interviews, and job search assistance)
- Inventory management including sorting clothes and accessories, and accepting donations
- Marketing/Communication tasks
- Graphic Design
- Fundraising and Event Support
- IT support
- Database and data entry support
- Videography/Photography services
- Administrative support

#### **IV. AVAILABILITY**

Please list times available for each weekday:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Are you willing to travel for special events? Yes \_\_\_\_ No \_\_\_\_

Which location do you want to intern at? Harrisburg \_\_\_\_ York \_\_\_\_ Mobile \_\_\_\_

#### **V. NEXT STEP**

Please mail (or email as an attachment) your completed application and updated resume to:

Pam Jones, Operations Manager  
Suits to Careers, Inc.  
29 South 10<sup>th</sup> Street  
Harrisburg, PA. 17101  
[pjones@suitstocareers.org](mailto:pjones@suitstocareers.org)  
717-232-1333 ext. 103

Thank you for your interest in our organization. We look forward to meeting with you soon, and will contact you once we receive your completed application and resume.