



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):

Please tell us about your special talent or leadership qualities.

III. INTERNSHIP INTERESTS

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

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 10th Street
Harrisburg, PA. 17101
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.