

RESOURCE CATALYSTS

Air Quality | Energy Projects | Environmental Communications

MEMORANDUM

Year 2004 / 2005

TO: Prospective Intern

FROM: Shirley F. Rivera

SUBJECT: YEAR 2004 / 2005 INTERNSHIP – General Application

CONTACT INFORMATION

Name: _____

Phone: (day) _____ (evening) _____

E-Mail: _____

EDUCATION EXPERIENCE

Major / Intended Major: _____ Expected Graduation (Mo/Yr): _____

Field/Emphasis: _____

Career / Professional Goals: _____

Past and Current Campus/Community Involvement: _____

Other Activities / Interests: _____

INTERNSHIP PREFERENCES

DURATION: (No. of weeks minimum) _____ (No. of weeks maximum) _____

HOURS PER WEEK: (Minimum) _____ (Maximum) _____

EXPERIENCE & RESOURCES *(where applicable, circle choices that apply)*

Describe work / volunteer experience: _____

Computer: PC or Mac Desktop PC or Mac Laptop Access only to PC/Mac

Microsoft software program experience/use _____

Other software program(s) experience/use _____

Internet access: Dial-up DSL/Cable Regular access Occasional access

Telecom: Land-line Phone Facsimile Cell Phone

AREAS OF RESPONSIBILITY (pls. prioritize preference for internship; see Internship description for details)

- _____ Project Management
- _____ Project Execution
- _____ Business Operations
- _____ Business Development and Marketing

Describe applicable skill set and experience demonstrating capabilities (or interest in experience) to engage in areas selected for internship. _____

Describe specific objective(s) and intent for selected for internship areas of responsibility. _____

APPLICATION COMPLETENESS CHECKLIST

- Pages 1 & 2 complete. If not, please explain omissions: _____
- Resume (not more than two pages)
- Writing sample #1 (required) _____ sample #2 (optional) _____ sample #3 (optional)
- Other information: _____
- Application submittal via FAX (619) 497-0793 and/or E-mail sfr@r-cat.com

Thank you for your interest and consideration of Resource Catalysts as part of your professional development.