



## BMCC INTERNSHIP APPLICATION

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Current GPA: \_\_\_\_\_ Major: \_\_\_\_\_

Grade Level: Freshman \ Sophomore      Credits earned: \_\_\_\_\_

### COVER LETTER & RESUME REQUIREMENT

Please attach a cover letter to indicate your preference of internship placement. Your cover letter should highlight your educational focus, give an overview of your skills, and explain your professional goals. Please include a professional resume that contains your objective, work experience, education, skills, and references. If you need assistance developing a cover letter or resume, please contact the Student Success Center at 906-248-8456.

### APPLICANT CERTIFICATION

I understand that by accepting the internship, I am limited to the number of hours I can work and the gross amount of wages I may receive as determined by the Financial Aid Office or grant program under which I am hired. I understand the limitation is based upon my documented financial need for the time I am enrolled at Bay Mills Community College. I understand that if I drop below part-time attendance, my job will be terminated. I also understand that I must comply with the standards of progress.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **TO COMPLETE YOUR SUBMISSION**

Submit this application, your cover letter, your resume or other required materials, before any posted deadlines, to:

BMCC Human Resources Department  
ATT: Stacey Walden, HR Director  
12214 W. Lakeshore Drive  
Brimley, MI 49715  
[swalden@bmcc.edu](mailto:swalden@bmcc.edu)

Bay Mills Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, age, sex, marital status, height, weight, or handicap.

In accordance with the Clery Act, Bay Mills Community College's annual security and fire safety report is available at the front desk in the Administration Building or the Human Resources Department upon request. This document provides information about reporting emergencies and crimes, emergency response and preparedness, timely warnings, and crime statistics for the last three years.