



## BMCC PROJECT SUCCESS INTERNSHIP APPLICATION

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

Internship Position Applying For: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_  text  call Email: \_\_\_\_\_

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

Current GPA: \_\_\_\_\_ Major\Program of Study: \_\_\_\_\_

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

### MANDATORY COVER LETTER & RESUME REQUIREMENT

Each applicant must submit a cover letter and resume, with this application. The cover letter should highlight your educational focus, provide an overview of your skills, and explain your professional goals. Your professional resume should contain your objective, work experience, education, skills, and references.

It is **REQUIRED** that students visit the Student Success Center for a **Resume & Cover Letter Review**, **PRIOR** to submitting the application for the Project Success Internship Program. The Student Success Center Staff must sign below confirming the review has taken place:

\_\_\_\_\_  
Student Success Center Staff

\_\_\_\_\_  
Date of review

Students who do not have a current resume or cover letter can get assistance creating those documents by making an appointment with the Student Success Center (248-8456). Mock interviews are also available for students. All of those services are free to students.

## APPLICANT CERTIFICATION

By certifying this application with my signature, I state that I understand that the Project Success Internship program at Bay Mills Community College has eligibility criteria that I must meet for initial and continued employment in the program. I understand that the number of hours I can work and the gross amount of wages I can earn will be limited by the grant program. I understand that BMCC will be my employer of record.

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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.