Eugene Planning Division
INTERNSHIP APPLICATION

Name _____   Date _____

Mailing Address _____

_____

Phone _____   E-mail _____

If you attend school, please indicate where: ❑ UO   ❑ LCC   ❑ Other _____

Please specify year in school: ❑ Undergraduate   ❑ Graduate   Expected graduation date _____

Department or area of study _____

Which internship(s) are you applying for? _____

When are you interested in beginning your internship? ❑ Fall   ❑ Winter   ❑ Spring   ❑ Summer

Do you plan to receive academic credit for this internship?   ❑ Yes   ❑ No

If so, please state the department and professor you will be working with and the number of credits you plan to receive:

_____

How many hours per week are you interested in working? _____

The Planning Division is open from 8:00 a.m. to 5:00 p.m., Monday through Friday.
What hours are you available to work? (Please include a class schedule)

Monday _____   Tuesday _____   Wednesday _____   Thursday _____   Friday _____

What is your career objective? _____

How did you find out about the internship? _____

Please email a cover letter and resume (including applicable classes or experience) along with your completed application to: JKnapp@eugene-or.gov unless otherwise specified in the internship description. For design related internships, samples of design work should also be submitted. See internship posting for specific submittal requirements.

Your application will be kept on file for one year. You will be notified if you are selected for an interview for any openings that may occur. Please contact Audrey Stuart at JKnapp@eugene-or.gov or 541-682-5461 if you have questions concerning your application or the intern program.

The purpose of the internship program is to provide opportunities for students and others to gain experience in planning and related professions. The Planning Division appreciates your interest in our internship program.
www.eugene-or.gov/planningintern