



# 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: [eric.g.brown@ci.eugene.or.us](mailto:eric.g.brown@ci.eugene.or.us) 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 Eric Brown at [eric.g.brown@ci.eugene.or.us](mailto:eric.g.brown@ci.eugene.or.us) or 541-682-5208 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](http://www.eugene-or.gov/planningintern)