



### **Summer Internship Opportunity**

The Belvidere and North Boone School Districts recently received grant funding to support our students in pursuing **paid** internships within the manufacturing, automotive, and construction industries. Our goal is to help expose students to career paths within these fields, help them build their resumes, and grow the pipeline for our future workforce.

#### **Who?**

These opportunities are only for current seniors getting ready to graduate. For some opportunities, students must be 18 years of age or older before the start of the internship. Please see the individual internship descriptions for more specific qualifications.

#### **What?**

 **Internship Descriptions**

#### **When?**

These internships are 60 hours in length and occur between the middle of May and the middle of June.

#### **Why?**

Students will gain valuable experience to build their resumes and may have the opportunity to secure employment beyond the 60 hour internship. All internships are paid. Additionally, these internships provide students the opportunity to learn about various career opportunities within our community.

#### **Next Steps**

##### **Application Process:**

Submit your resume through an email to Mrs. Cooper at [kcooper3@district100.com](mailto:kcooper3@district100.com). In the email, please note which internship or internships for which you would like to apply. Resumes must be submitted by the end of the day on Saturday, April 15th..

If you do not have a resume currently or need help creating one, Mrs. Cooper will host a resume workshop online on Thursday, April 7th at 3:30pm. Please email her at [kcooper3@district100.com](mailto:kcooper3@district100.com), and she will email you a calendar invitation. This workshop will be recorded if unable to attend. No previous work experience required. Mrs. Cooper will walk you through how to write a resume.

Resumes will then be shared with participating employers, and students selected for an interview will be contacted to schedule an interview. These interviews will occur between April 20th and April 29th. Mrs. Cooper will also provide selected students with interview preparation materials and practice questions. Students are encouraged to represent our districts professionally and arrive at the interviews in a timely manner.

Students will then be contacted after the interviews to learn if they are selected or not.

#### **Questions:**

Email Mrs. Cooper at [kcooper3@district100.com](mailto:kcooper3@district100.com)