



**Commissioner Barbara Jordan**

**2015 Summer Youth Internship Initiative**



**Student Application**



The mission of Commissioner Barbara J. Jordan's Summer Youth Initiative is to establish partnerships with the business community to develop young talent into business leaders, provide work experience and employment opportunities for young adults in District 1 between the ages of 16 and 21.

We believe that in order to make this initiative a success, we encourage talented and highly motivated individuals to participate in our program this year. Our students should exhibit leadership qualities, skills in multi-tasking and time management, effective and efficient communication, and professionalism.

Minimum requirements for applicants are:

- Minimum grade point average of a 2.5 on a 4.0 scale,
- Resident of Miami-Dade County Commission District 1,
- An official transcript from current enrolled educational institution,
- Completed Summer Youth Internship Initiative application,
- Attached Resume (please review attached INSTRUCTIONS, TIPS & SAMPLE),
- and be between the ages of 16-21.

\*Applicants MUST attend the four mandatory activities below:

- \*SYII Orientation, TBA
- \*Community Service Project, TBA
- \* Team Building Activity, TBA
- \*Closing Ceremony, TBA

Please fill out the attached application and provide the information above to be considered for an internship position by May 1, 2015. If you have any questions or concerns please contact Ms. Chanae Forshee at 305-474-3011 or email at [fchanae@miamidade.gov](mailto:fchanae@miamidade.gov).

## 2015 Summer Youth Initiative Internship Application

Name \_\_\_\_\_  
( First ) ( Middle ) ( Last )

Street Address \_\_\_\_\_  
\_\_\_\_\_  
( City ) ( State ) ( Zip Code )

Date of Birth \_\_/\_\_/\_\_\_\_ Age \_\_\_\_ Social Security# \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Contact Phone \_\_\_\_\_

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Do you have a Drivers License? \_\_\_\_\_ Do you have your own Transportation? \_\_\_\_\_

How will you travel to work ( if you don't have your own transportation )? \_\_\_\_\_

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( Please fill out portions that apply to you )

Name of College/University \_\_\_\_\_

Street Address \_\_\_\_\_  
\_\_\_\_\_  
( City ) ( State ) ( Zip Code )

Degree \_\_\_\_\_ Major \_\_\_\_\_

Beginning Date \_\_/\_\_/\_\_\_\_ Expected Graduation Date \_\_/\_\_/\_\_\_\_

Name of High School \_\_\_\_\_

Street Address \_\_\_\_\_  
\_\_\_\_\_  
( City ) ( State ) ( Zip Code )

Highest Grade Completed \_\_\_\_\_ Expected Graduation Date \_\_/\_\_/\_\_\_\_

Activities/Clubs/Organizations: \_\_\_\_\_

\_\_\_\_\_

Honors/Awards: \_\_\_\_\_

\_\_\_\_\_

Community Service: \_\_\_\_\_

\_\_\_\_\_

Areas of interest: \_\_\_\_\_

\_\_\_\_\_

Do you have any previous work experience? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, Please list work Experience (List duties and responsibilities ): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*Please explain in 300 words or less why you should be considered for the 2014 Summer Youth Internship Initiative (Please type and attach to this application ).**

**Commissioner Barbara J. Jordan's  
Summer Youth Internship Initiative**

## **RESUME INSTRUCTIONS, TIPS & SAMPLE**

Your resume is your opportunity to highlight the education, skills, and experiences that make you stand out as a top candidate for the Summer Youth Internship Initiative (SYII). The resume you submit will be used for acceptance into the program and internship placement. If accepted, your resume will be used to match you with potential internship sites and will be reviewed by internship supervisors.

Please note: If you are admitted, the SYII Coordinator may want to work with you on resume edits that will best demonstrate your qualifications for potential internship sites.

### **INSTRUCTIONS AND TIPS**

The tips listed below are written with the perspective of over 10 years of placing students in internships with top businesses throughout Miami-Dade County. The resume that you submit should follow these guidelines. A sample resume is available below, but you do not need to follow the exact formatting.

#### **One page typed resume**

#### **Do not include photos or graphics on your resume**

#### Please include the following:

- Contact Information
- Current email address and phone number
- Education
- List all colleges or universities attended and applicable dates, including expected date of graduation
- Majors and minors
- Include GPA if above a 3.5
- Professional Experience
- Past internship, work or volunteer experience
- Campus involvement
- Scholarships, awards or induction into honor societies

Special fields of study

- Language Skills
- Computer Skills

**Proofread**

make sure that before you submit your resume you have edited for any typos

**Use action verbs and descriptive language**

**Avoid first person or narrative format**

**Simple fonts with no more than 2-3 font types**

**Appropriate email address for professional use**

Order of resume sections:

1. Education
2. Professional experience
3. Other activities

Be strategic about what you include and their order

Highlight long-term activities or those in which you have taken a leadership role

**Use your resources**

check with institution's career center, mentors, internship or work contacts, academic advisors, professors, friends, or family for helpful hints and proofreading assistance.

\*\*\*This is only a sample resume, the exact format does not need to be followed\*\*\*

# MOLLY E. MAJOR

555 North East Rd. · Frankenfield, MA 12345 · 222.333.444  
· molly.elizabeth.major@gmail.com

## EDUCATION

State University, Calmwater, MO  
Bachelor of Arts in Political Science, Minor in Economics

May 2013

## PROFESSIONAL EXPERIENCE

FIGHT Think Tank

June 2010 - present

*Associate*

- Responsible for supervising two student interns
- Arranged logistics for briefings with various staff members and government officials
- Coordinated logistics for up to 120 business events in major cities across the country

Jones for Congress Campaign

December 2011 – May 2012

*Intern*

- Served as a campaign intern by managing phones, filing mail, and responding to or referring to constituent concerns
- Aided Events/Fundraising Department by conducting research on potential donors

Alternative Spring Break Trip

December 2010 – May 2011

*Executive Director*

- Supervised 12 student staff members
- Organized programming and budget for week long program
- Facilitated communication among constituents regarding various issues

## LEADERSHIP EXPERIENCE AND AFFILIATIONS

National Women's Fraternity Executive

August 2012 – August 2013

*Chapter President*

- Managed 35 officers in the implementation of chapter policy and event planning
- Assisted over 190 chapter members as a 24 hour emergency contact

State Daily Newspaper, State University

September 2012 – December 2012

*Assistant Editor*

- Responsible for assigning coverage to 15 staff writers
- Editing articles for print and online publication

## VOLUNTEERISM

Court Appointed Special Advocates volunteer

Summer 2012

Habitat for Humanity volunteer

June 2010 – March 2012

Relay for Life volunteer

August 2011

## HONORS AND AWARDS

Mortar Board Honors Society

Smart Kids Scholarship

Dean's Honor Roll