



## Management Trainee Program 2009-10 Application Cover Form

Please provide the following information, on this form, along with the required documents as detailed below.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current Address: \_\_\_\_\_ Permanent Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Graduate Institution: \_\_\_\_\_

Degree Sought: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

Each applicant must submit a package containing the following:

- Four (4) copies of the *Application Cover Form*, which may be obtained at [www.miamidade.gov/trainee](http://www.miamidade.gov/trainee)
- Four (4) copies of complete resume
- One (1) original and three (3) copies each of official graduate transcripts, subject to verification
- One (1) original and three (3) copies each of official undergraduate transcripts, subject to verification
- Four (4) copies each of three (3) letters of recommendation (one must be from a faculty advisor)
- Four (4) copies of an essay, no more than one (1) typewritten page in length, describing why the applicant is interested in this position and how you plan to approach the year
- Four (4) copies of a previously graded graduate school term paper

Official transcripts and letters of reference **MUST** be included in the application package, not sent directly to the Program Coordinator. Transcripts and letters of recommendation sent directly to the Program Coordinator will not be accepted. Packages must contain four (4) copies of the above listed required elements. All complete application packages must be received by the submittal deadline: **Friday, April 3, 2009.**

If selected for an interview, candidate will be required to complete an “in-basket” writing exercise at time of interview.

All completed packages should be sent directly to: Maggie Fernandez, Program Coordinator/  
Assistant to the County Manager  
County Executive Office  
111 N.W. 1<sup>st</sup> Street, Suite 2910  
Miami, Florida 33128