

## Internship Application

**SEND APPLICATION PACKET TO:**

Music@Menlo Internship Program  
50 Valparaiso Avenue  
Atherton, CA 94027  
FAX: (650) 330-2016  
internships@musicatmenlo.org

FULL NAME \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

CURRENT ADDRESS PERMANENT ADDRESS (if different from current address)

STREET APT/P.O. BOX

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CITY STATE/PROVINCE ZIP/POSTAL CODE

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MOBILE PHONE (\_\_\_\_) \_\_\_\_\_

ALTERNATE PHONE (\_\_\_\_) \_\_\_\_\_

EMAIL \_\_\_\_\_

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENCY, OR DO YOU EXPECT TO HAVE SUCH BY THE DATE THE INTERNSHIP BEGINS?  YES  NO

CURRENT OR MOST RECENT COLLEGE OR UNIVERSITY

School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_ GPA \_\_\_\_\_

Degree \_\_\_\_\_ Graduation Date (or expected date) \_\_\_\_\_

IF HIRED, CAN YOU, WITHIN THREE DAYS AFTER START DATE, PRESENT EVIDENCE OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES?  YES  NO

PLEASE SELECT THE POSITION(S) YOU ARE APPLYING FOR. IF APPLYING FOR MORE THAN ONE, NUMBER ACCORDING TO PREFERENCE (see full descriptions at [www.musicatmenlo.org](http://www.musicatmenlo.org))

\_\_\_ Development Intern

\_\_\_ Operations Intern

\_\_\_ Events and Hospitality Intern

\_\_\_ Patron and Donor Stewardship Intern

\_\_\_ Marketing and Communications Intern

\_\_\_ Stage Manager Intern

\_\_\_ Merchandising Intern

\_\_\_ Student Liaison Intern

HOW DID YOU FIRST HEAR ABOUT MUSIC@MENLO'S INTERNSHIP PROGRAM?

Handshake platform or my school's Career Center

Music@Menlo website or social media

Job Website (Idealist.org, WorkforGood.org, etc.)

Other \_\_\_\_\_

PLEASE INCLUDE IN YOUR APPLICATION PACKET THE FOLLOWING:

1. Cover letter that contains a brief personal statement and an outline of career goals, indication of which internships you are applying to, and why you are interested in a Music@Menlo internship.
2. Résumé listing relevant coursework, previous work and volunteer experience, and any special skills. No transcripts please.
3. Two letters of recommendation, which may be included with your packet or sent separately from author to [internships@musicatmenlo.org](mailto:internships@musicatmenlo.org).

I certify that the information written on this form and in my application packet is true and complete to the best of my knowledge. I understand that providing false, misleading or incomplete information may result in denial of further consideration of my application or, if already hired, termination of my internship at Music@Menlo.

SIGNATURE \_\_\_\_\_ DATE SIGNED \_\_\_\_\_

**DEADLINE FOR ALL POSITIONS IS FEBRUARY 15, 2022**

**APPLICATIONS WILL BE CONSIDERED UNTIL ALL POSITIONS FILLED**

Music@Menlo is a program of Menlo School and is an Equal Opportunity Employer