



INTERN PROGRAM

Application Instructions

In order to be considered for an internship, you must submit a signed and completed application form along with all of the necessary materials. Answer each question fully and to the best of your knowledge. **Incomplete applications will not be reviewed.**

(Please Print)

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Email Address: _____

Social Security Number: ____/____/____ Date of Birth: ____/____/____

Season(s) you are applying for: Spring (Jan-Mar) Summer (May-Jul) Fall (Sep-Nov)

Date you are available to start internship: _____

Please list days and hours you are available to work: _____

(Including weekends)

List your department of interest: _____ Full-time or Part-time: _____

(Please list your first and second choices)

Current Education:

Name of School	Year/Level	Major/Minor	Degree/Date
	<input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate <input type="checkbox"/> Other		

Please include the following with your submission: (Materials will not be returned)

- This form (completed)
- Current Resume
- Cover Letter
- Grade Transcript (can be unofficial, if apply)
- Writing samples (*Please keep to a **maximum of 3 pages***)
- Up to three (3) letters of recommendation or list of references with contact information

Please address all submissions to: jobs@levarfisher.com. Please indicate Internship & Season in subject line. Or fax: (708) 221- 6760. **ATTN: Director of Human Resource**

I certify that all of the statements in this application are true and complete to the best of my knowledge. I have filled out this application myself and to the best of my abilities. I understand that a false or incomplete answer may be grounds for not considering me and/or for my dismissal.

Signature: _____ Date: _____



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Fact Sheet

Goals:

- Assist colleges and universities which require or allow internships in degree preparation by providing appropriate opportunities.
- Provide work experience to students requiring on-the-job training for graduation.
- Provide an opportunity to work behind-the-scenes learning experience with current and retired professional football players.

To be considered, prospective interns must meet the following requirements:

- Students must be entering their Junior or Senior year of study in an undergraduate program or be enrolled in a graduate program.
- A minimum GPA of 3.0, preferably or mentionable work experience.
- Candidates seeking positions for internship must have a degree or currently studying that major.
- Excellent organizational, writing, and interpersonal communications skills.
- Strong attention to detail
- Proficiency in Microsoft Office and internet research skills
- **All potential interns must submit a resume, cover letter, application, transcript, letters of recommendation and a writing sample to the Director of Human Resources. All materials must be received for consideration.**

Availability of Internships:

We currently offer a highly competitive and **very limited** number of internships. Depending on the season there will be a maximum of **6 positions** available.

Internships are primarily **full-time**. On occasion, if an intern needs to work part-time, he or she is required to work a **minimum of 20 hours per week**.

Compensation:

While this is an unpaid internship, we may hire our former interns who have distinguished themselves during their internship for actual position or for special events projects. Only current college or graduate students required to complete an internship for school credits should apply. (Please have any required academic paperwork available.)

Terms:

The Levar Fisher, Inc. More Than A Pro Intern Program is conducted on a year-round basis and positions are filled each Spring, Summer and Fall term. Each internship is open no more than 90 calendar days.

Season	Approximate Dates	Application Deadline
Spring	January - March	Apply Now
Summer	May - July	April 1 st
Fall	September - November	August 1 st

We understand that a student’s academic calendar may differ from the aforementioned dates. Therefore, the actual term of the internship may be negotiated between the intern and the selecting department.

Job descriptions and work expectations will be reviewed and explained by the intern’s supervisor on the first day of the internship. Levar Fisher, Inc. office hours are 9:00am-5:30pm Monday through Friday. On occasion, interns may be expected to work evenings or weekends.