

Preparing Your Personal Statement

Statements should be 500-750 words. This critical component of the internship stipend application is your opportunity to thoughtfully express your goals, expected outcomes, and the need for financial support. As you plan your personal statement, consider how your summer experience will help you to do the following:

- Explore career options and understand possible career pathways.
- Develop knowledge specific to a career, work setting, and/or industry.
- Acquire work-specific skills such as communication, teamwork, project management, interpersonal skills, intercultural competence, and familiarity with technology platforms.
- Specify 2-3 goals for this internship, and how you will know if you have achieved them.

You should not feel compelled to address these bullet points in order or verbatim; please use these prompts to help you articulate how your summer experience will be significant to you.

You should use your Personal Statement to provide the Committee members with a clear understanding of why you want to pursue this particular summer experience, and how both it and the fund support will contribute to your career goals.

Preparing Your Budgetary Request Form

The following are some specific guidelines which may be helpful:

Transportation: Take advantage of your student status and applicable discounts that come with it when making travel arrangements. For daily commuting, specify an estimate for travelling to and from your internship and your expected method of transport.

Rent: Check for student housing rates or shared housing when feasible. Airbnb may be the most convenient or well-known, but often colleges and universities in metropolitan areas offer their dorms at discounted rates over the summer. Be sure to consider utilities along with base rent.

Other: You may include clothing or materials specific to the internship, such as steel-toed boots, training and certifications, or software packages. You may **NOT** include general equipment such as laptops, cameras, bicycles, e.g., or other “durable goods” not specifically related to your internship.

Personal Expenses: Gym memberships, academic credits, general entertainment, loan repayment, credit card debt, vacation travel and health insurance are **NOT** eligible expenses.