

# OCMA

## Intern Application

Please include a resume and cover letter when turning in your intern application.  
 Email completed forms to [lbutterfield@ocma.net](mailto:lbutterfield@ocma.net)

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Are you a legal citizen of the U.S. with valid government issued documentation?  Yes  No

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

What are your professional goals and how can you accomplish them through an OCMA internship?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Present Occupation: \_\_\_\_\_

Education: \_\_\_\_\_

If you are currently a student, please list where and status:  
 \_\_\_\_\_

Relevant Volunteer Experience:

Organization: \_\_\_\_\_ Assignment: \_\_\_\_\_

Organization: \_\_\_\_\_ Assignment: \_\_\_\_\_

Additional Skills: (Please list relevant software and skill level **1-5** (1=beginner, 5=expert)  
Microsoft Word 1 2 3 4 5      Microsoft Excel 1 2 3 4 5      Adobe Suite 1 2 3 4 5      Other 1 2 3 4 5

Please describe: \_\_\_\_\_

Please contact me for the following opportunities:

- Admissions/Visitor Services       Curatorial       Registrar       Education and Public Programs  
 Development/Membership       Marketing       Special Events

Please indicate earliest available start-date: \_\_\_\_\_

**Availability – Please indicate specific times:**

Day	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			