

This is a template for your personal use. You can fill it out when looking for an internship or volunteer or job opportunity.

- What is the name of the organization _____
- Their major values are _____

- The position is _____ (virtual, in person, or hybrid)
- If virtual, is a computer provided _____
- Submit application by _____ (date)
- The name of organization's contact is _____ and their email or phone number is _____
- _____ recommendation letters are needed. The recommenders will be _____
_____, _____ and/or
_____ the letters are due by _____ (date)
- What are the required skills for the position _____

- What are the preferred skills for the position (e.g. additional languages, excel, or programing) _____

- A formal education of a _____ degree is required
- At least _____ years of work experience are required
- The vaccination(s) required are _____
- Is Traveling Required _____
- Is a background check needed _____
- Are there any other considerations _____
