



**INTERNSHIP PROGRAM APPLICATION**  
**S U M M E R 2 0 1 7**

Please email your completed program **application form** and **photo** to [sarah@pinheadinstitute.org](mailto:sarah@pinheadinstitute.org) no later than **Friday, November 18, 2016**.

Please request that your High School Guidance Counselor or Principal deliver your **transcript** and **letters of recommendation** directly to Sarah Holbrooke by the same deadline.

Any questions regarding the application may be directed to Sarah Holbrooke, Executive Director (917.225.8876 or [sarah@pinheadinstitute.org](mailto:sarah@pinheadinstitute.org)).

Additional materials or information may also be found on our website at <http://www.pinheadinstitute.org>.

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Permanent Address:** \_\_\_\_\_  
(if different than above)

\_\_\_\_\_

**Home Phone Number:** \_\_\_\_\_

**Cell Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Current Grade Level:** \_\_\_\_\_

**Parent #1 Name:** \_\_\_\_\_

**Parent #1 Cell Phone:** \_\_\_\_\_

**Parent #1 Email:** \_\_\_\_\_

**Parent #2 Name:** \_\_\_\_\_



Parent #2 Cell Phone: \_\_\_\_\_

Parent #2 Email: \_\_\_\_\_

Hobbies: \_\_\_\_\_

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**STATEMENT OF INTENT:** This is to provide Pinhead staff & the interview committee background on why you want to participate in the Pinhead Institute Internship Program and what areas of study interest you. Please copy into field below (400 word maximum).



**RESUME:** Please copy into field below (see examples online at <http://www.studypoint.com/ed/high-school-student-resume/>)



**ADDITIONAL REQUIRED SUPPORTING MATERIALS:**

- **(3) Letters of recommendation:** One letter must come from a guidance counselor. Two other letters may be written by a teacher, employer, athletic coach, mentor, family friend, clergy person, et cetera. Letters cannot be from family members. It is important to choose people to write letters who know you well, who are familiar with your internship interests and goals, who can give details about your disposition, aptitude, your level of professionalism, and your personal & academic achievements. Letters of recommendation should be directly submitted to your guidance counselor or principal for delivery to Sarah Holbrooke.
  
- **(1) A copy of your academic transcripts.** Request your guidance counselor or principal deliver to Sarah Holbrooke.
  
- **(1) A digital photo of the applicant.** (Email with your completed application form to: [sarah@pinheadinstitute.org](mailto:sarah@pinheadinstitute.org)).