

Internship Application

Please fill out all of the information below, and return to:

Chris Tracy
Office of Mayor Warren
1000 Commonwealth Avenue
Newton, MA 02459

Or email to ctracy@newtonma.gov

Last: _____ First: _____ Middle initial: _____

Current Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ - _____ - _____ E-mail: _____@_____

Permanent Address: _____ City: _____ State: _____ Zip: _____

Have you previously been employed or volunteered with the City of Newton? If Yes, when and where?

High School or College/University: _____ Major/Concentration: _____

Expected graduation date: _____

Are you eligible to receive course credit for this internship? _____

Availability: (list hours available for each day)

Monday Tuesday Wednesday Thursday Friday

Attachments: Please submit the following materials as part of your application package.

Personal Statement: On a separate sheet of paper, please describe in 500 words or less, why you are interested in an internship with the City of Newton and what you hope to gain from this experience.

Resume: If you have one, attach a resume in which you list relevant coursework, work experience, and any other noteworthy experience.

References: As needed, we may ask for up to two references. Please be prepared to submit this information as well.

If you have any questions, please do not hesitate to contact Chris Tracy at 617-796-1102.