Internship Interest Statement

Students applying to some Arcadia University internship programs are required to submit an Internship Interest Statement. This is essential to securing potential placements for you. Completed statements should be submitted through the form link on Arcadia Passport.

Guidelines

Your statement should be concise, clear and grammatically correct. We invite you to be creative when composing this statement, but please keep in mind that it will be read by potential placements. For this reason be sure to consider your audience; you should treat this statement as a professional cover letter.

The following topics should be addressed:

- Your career ambitions
- Your internship interests
- Any previous, relevant experience (academic, internships, research positions, summer jobs, volunteering, work-study, etc.)
- Any skills you have developed that are related to your field of study or internship interest area
- How your past experience makes you an attractive candidate to a prospective company or organization
- How your potential placement will assist you with your future career and life aspirations

Securing positions in certain fields can be highly competitive, so it will be important to address how your previous experiences make you a suitable candidate for a placement. If you have limited experience, you should address why you should be considered ahead of other, more qualified candidates.

While we encourage you to be specific about your internship interests, it is in your best interest to avoid naming a particular organization or placement. Such references can limit your opportunities. You should also be sure to indicate whether you think your experiences and skills relate better to people or processes. Discuss briefly the kind of work environment that you envision for yourself.