

## American Center Internship Program Application

Carefully read the Program Fact Sheet on the next page before completing the application. Answer each question carefully and completely before submitting your application.

If you have any questions please email [acinternprogram@gmail.com](mailto:acinternprogram@gmail.com)

To be qualified to participate in the internship program, you must:

- Be a Myanmar citizen
- Live in Yangon
- Be ages 18-25
- Be a current university student, finished some university, or already graduated
- Have upper - intermediate English skills
- Be available for all program dates
  - Training: Nov. 8<sup>th</sup> – Dec. 2<sup>nd</sup> Tuesdays, Thursdays and Fridays 1-2:40pm
  - Internship Period: December 2016-March 2016. Minimum of 12 weeks and 20 hours per week (weekdays only). Exact start dates will vary with each intern.

The application is due by **Friday October 21<sup>st</sup> at 5pm**. Applications can be emailed to [acinternprogram@gmail.com](mailto:acinternprogram@gmail.com) by attaching a clear scan or photo of each page, or given to the program support office at the American Center at 14 Taw Win Road, Yangon.

# American Center Internship Program Fact Sheet

## What?

### *Stage 1: Workplace Skills Training Course and Internship Placement Process*

A four week training program at the American Center, where interns will gain valuable workplace knowledge including professional communication, interpersonal, and career management skills.

During this time, students will work with the Internship Coordinator to find suitable internship placements based on their interests.

### *Stage 2: Internship in a Yangon-based business or organization*

A 12 week internship where participants will get real life work experience at a business or organization in Yangon. Interns can negotiate their schedules based on their availability but are required to intern at least 20 hours per week. Please be aware that some businesses prefer full-time interns.

## When?

Application Due	October 21 <sup>st</sup> 2016
Selection Process including interviews	Oct. 24 <sup>th</sup> - Nov. 4 <sup>th</sup>
Training and Internship Placement Process	Nov. 8 <sup>th</sup> – Dec. 2 <sup>nd</sup> Tuesdays, Thursdays, Fridays 1-2:40pm
12 week Internship in a Yangon-based business or organization	December 2016 –March 2017 Minimum of 20 hrs/week

## Who?

To apply for the internship program you must:

- Be a Myanmar citizen ages 18-25
- Be a current university student, finished some university, or already graduated
- Have upper-intermediate English skills
- Be available during week days

## How?

Print and complete the application form. Then scan or take a digital photo of all pages and email it to [acinternprogram@gmail.com](mailto:acinternprogram@gmail.com) or deliver it to the program support office and/or guard booth at the American Center by **October 21<sup>st</sup> 2016**.

## **Part 1: Personal Information**

Name:

Phone Number:

Email Address:

Age:

Home Address:

## **Part 2: Education**

What is the highest level of education you completed? (Put an X next to your answer)

High School \_\_\_

University\_\_

Graduate School\_\_\_

What year did you graduate high school?

What year did you graduate, or will you graduate university?

What subject did you study, or are you studying at university?

What classes or activities have you participated in at the American Center?

## **Part 3: Work or Volunteer Experience**

*Directions: Tell about your two most important or most recent volunteer or work experiences*

Workplace #1

Company/Organization Name:

Job/Volunteer Position Title:

Job Start Date:

Job End Date:

Description of job duties/tasks:

Workplace #2

Company/Organization Name:

Job Start Date:

Job End Date:

Job/Volunteer Position Title:

Description of job duties/tasks:

#### **Part 4: Skills**

What is your English language ability for each skill? (Beginner, pre-intermediate, intermediate, or advanced)

Speaking:

Reading:

Writing:

Listening:

Do you speak any other languages? If yes, please list your level (beginner, intermediate, advanced, etc. )

Do you have any computer skills? If yes, please explain what programs you know how to use and if you have taken any computer classes.

Do you participate in any other activities or classes? (i.e school clubs, religious groups, volunteering activities etc)

## **Part 5: Short Essays**

*Directions: Write a short paragraph to answer each question. Write in complete sentences.*

1. What are your career/job goals? Explain

2. Tell about three things you do well now and three things you would like to learn to do better to be successful in the workplace.

3. Tell about a time you were faced with a problem at work or school and what you did to solve it.

4. Why are you interested in participating in the American Center Internship Program?