



INTERNSHIP - 5 STEP PROCESS

1

Review Available Positions

- Visit our website and review the internship positions available for the summer of 2024 at <https://www.herif.org/volunteer-internships>
- Choose the position(s) that align with your interests, skills, and career goals.

2

Prepare Your Application Materials

- Update your resume to highlight relevant experiences, skills, and achievements.
- Write a compelling cover letter expressing your interest in the chosen internship position(s). Tailor each cover letter to the specific role(s) you are applying for.

3

Submit Your Application

- Once your application materials are ready, submit them directly to Emily Herrera at eherrera@herf.org
- Make sure to double-check all documents for accuracy and completeness before submission.

4

Interview Process

- If selected for further consideration, you will be contacted to schedule an interview either with the internship coordinator, department manager or supervisor.
- Interviews will be conducted virtually.

5

Selection and Offer

- After the interview process, candidates will be notified of their selection within 2 weeks.
- You will receive an offer letter outlining the details of the internship, including start date, duration, and any additional requirements including onboarding and orientation.