

INTERNSHIP APPLICATION GUIDELINES

1. Complete and sign the Internship Application form.
2. On two separate sheets, please write brief responses on both of the following topics. Each of the responses should be no longer than one double-spaced, 8-1/2 x 11 inch page; please label each sheet with your name.
 - a. Why are you interested in working at The Galleries at Moore?
What is your particular interest, and what will you be able to contribute?
 - b. Look into the future. Describe yourself at the conclusion of your internship.
3. You will also need to enclose:
 - a. Your résumé.
 - b. Official or unofficial transcripts from current or most recent academic institution.
 - c. A letter of recommendation.
 - d. A graded writing sample.
4. Mail your completed package to the following address, or email to Gabrielle Lavin at glavin@moore.edu.

Gabrielle Lavin
The Galleries at Moore
Moore College of Art & Design
20 St. and The Parkway
Philadelphia, PA 19103

Please note that incomplete applications will not be considered.

CHECKLIST OF INTERNSHIP APPLICATION MATERIALS

Your package should include the following items:

- Completed Internship Application form
- Two brief essays
- Résumé
- Transcripts of academic work (official or unofficial)
- Letter of recommendation
- A graded writing sample

Please ensure that all enclosures are clearly labeled with your name. Incomplete applications will not be considered.

The package should be mailed to:

Gabrielle Lavin
The Galleries at Moore
Moore College of Art & Design
20 St. and The Parkway
Philadelphia, PA 19103

INTERNSHIP APPLICATION FORM

Name

Current address

Phone number

Email address

Permanent address (if different from above)

College/university

Major/degree

Graduation date

How did you learn about internships at The Galleries at Moore?

Signature

Date

If a minor, signature of parent or guardian

Date