



## NATO INTERNSHIP APPLICATION GUIDE

This handout outlines the application requirements for Virginia Wesleyan University's NATO Innovation Hub Internship. To be eligible, students must:

- Have a minimum GPA of 2.7
- Have no Virginia Wesleyan Honor Code violations
- Have no Virginia Wesleyan conduct violations

Students interested in applying for this competitive internship must turn in all required materials by the application deadline **(November 16, 2018 at 3:00 pm)**. After review of applications, students selected for spring 2019 internships will be notified by **November 30, 2018**. Before departing campus for the winter break, selected students must contact Mr. Serge Da Deppo, the NATO Innovation Hub Manager, to set up a meeting to discuss the internship with your internship course instructor.

*The following items are due at the time of application.*

Required Item	Instructions	Check When Completed
NATO Internship Application	Submit electronically. The application is located on The Lighthouse's webpage.	
Professional Pathway Essay	A 250-word essay explaining your own pathway to this internship. Submit electronically with application as a Word or pdf document.	
Resume	Provide a resume. Submit electronically with application as a Word or pdf document.	
Unofficial Virginia Wesleyan Transcript	Unofficial transcripts will be accepted. Deliver the transcript to Mollie Dunmyer (Clarke 115).	
Faculty Letter of Recommendation	At least one letter of recommendation must be submitted by a full-time Virginia Wesleyan professor. References should submit letters to Mollie Dunmyer (Clarke 115).	
Advisor's Signature Form	All major and minor academic advisors must sign this form. The form is located on the Lighthouse's webpage. Deliver to Mollie Dunmyer (Clarke 115).	

## **Description of Application Materials**

- **Professional Pathway Essay:** The 250-word essay should explain your personal pathway to the NATO Innovation Hub internship. Upload the essay as a Word or pdf file with the application. Some questions the essay might address:
  - Why do you want to participate in this internship?
  - What have you done to prepare for this internship?
  - What are your internship goals?
  - What are your academic and professional goals, and how would this internship help you achieve these goals?
  - How would this internship experience enrich your academic, personal, professional, or civic pathways?
- **Resume:** The application requires an updated resume. Upload as a Word or pdf file.
- **Unofficial Virginia Wesleyan Transcript:** The application requires an unofficial Virginia Wesleyan transcript. The transcript should be hand delivered to Mollie Dunmyer (Clarke 115).
- **Faculty Letter of Recommendation:** The application requires one letter of recommendation from a full-time Virginia Wesleyan professor. This letter should explain why you would be a good fit for this internship and a good representative of Virginia Wesleyan University. The letter of recommendation should be sealed and hand delivered to Mollie Dunmyer (Clarke 115).
- **Advisor's Signature Form:** The application requires that the student's advisor(s) approves the internship. Applicants should download the form, fill it out, have it signed by a designated signatory. It should be delivered to Mollie Dunmyer (Clarke 115).



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For more information about the internship, contact The Lighthouse's Career Development & Internship Program (CDIP) staff:

- [Director, Ms. Mollie Dunmyer](#)

*Updated 10/08/18*