

Application Checklist

Minimum Candidate Requirements

All internship roles share the following *minimum* requirements:

- At least one year of college credits and experience; many roles require two years--*read carefully!*
- Ability to commit to 10-12 weeks in a term.
- Ability to commit to a minimum of 240 hours; many roles require a minimum of 480 hours.
- Have a sincere interest in the role you are applying for. (hint: tell us about this in your cover letter!)
- Read the position description carefully.

Application Requirements

All applications require the same set of documents in order to be considered:

- Professional Cover Letter**
- Resume or CV**
- TWO Professional Letters of Recommendation.**
Some references prefer to send their letters directly to the organization. If your reference prefers to do that, instruct them to email their letter to interns@brookfieldzoo.org. Don't forget to tell them your application deadline!
- Your Unofficial College Transcript(s)**
- Once you have your documents prepared, you are ready to complete the **Online Application Form!**

Questions? Email us at interns@brookfieldzoo.org