



STEBUEN-SCHURZ-GESELLSCHAFT e.V.

Älteste deutsch-amerikanische Freundschaftsorganisation

Providing stability and friendship in a challenging environment



USA-Interns Program

The Application Packet: Required Documents for Students from German Universities

A complete application pack must include:

- a. Signed and completed application form
- b. Resume in English with photo – must include **all** contact information; please review our homepage for tips on how to write an American style resume.
- c. Cover letter (max. 1 page) - The cover letter, addressed to the USA-Interns program, should be tailored to the desired internship and:
 - mention specific fields of interest, whilst remaining flexible to ensure better placement chances.
 - describe specific qualifications and both academic and/or professional experiences that are relevant for a position in this field.
 - Briefly mention how an internship in the desired field will contribute to your future professional and personal aims
 - **reflect professional standards (i.e. include the student's address and email, signature, etc.), as it will be shown to potential employers**
- d. **Copy** of your Vordiplom/ Zwischenprüfung or Berufsausbildung certificate (for Diplom/Magister students)
- e. List of all courses taken and grades earned (Scheinübersicht) stamped by your department – please include your unofficial English translation of the list of courses taken
- f. Prior internship evaluations – (max. of 3) please include your own translation of the evaluations in English.
- g. Confidential letter of recommendation – (may be in German) can be sent to our office via mail, fax or email.
- h. Proof of language abilities – TOEFFL is not required. Acceptable verification includes:
 - A *Schein* from a language course with grade (may not be older than 2 years)
 - Language evaluation form completed and stamped by the *Fremdsprachenzentrum* at your university (see homepage for form)
 - Students who attended a US high school for one year are exempted.

Please do not send your Abiturzeugnis or German versions of your resume or cover letter.

The above documents should be sent via Mail to our office. In addition, we ask that your:

- Resume
- Cover letter
- List of courses taken and
- Prior internship evaluations incl. Translations

be bundled into **one** PDF file. The file should be labeled: Last Name_First Name_Internship Application. We will use this file to forward your application to potential employers.