



STEUBEN-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 Applicants from US Universities

A complete application pack must arrive in our office no later than **January 6th**. It must include:

- a. Signed and completed application form
- b. Resume in German **with photo** (all resumes should reflect current German professional standards and mention specific skills and experiences relevant to the desired internship) – see examples on our homepage
- c. Cover letter (**max. 1 – 1 1/3 pages**) – The cover letter, addressed to the USA-Interns program, should be tailored to the desired internship field(s) and:
 - **reflect professional standards (i.e. include the student's address and email, signature, etc.), as it will be shown to potential employers (see examples on our homepage).**
 - 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.
 - mention the intended time frame.
 - Briefly explain why you wish to come to Germany and how an internship in the desired field contributes to your future professional and personal aims.
- d. Transcript of courses taken (unofficial)
- e. Course description (1-3 lines each – optional but helpful) – only of courses relevant to the desired internship field
- f. Copy of your passport
- g. Verification of language abilities by the Germanics Department addressing oral and written abilities (evaluation form can be found on our homepage)
- h. Confidential letter of recommendation to be written by a professor in the desired field of your internship addressing the following: level of academic skills relevant to the desired position, ability to act and work professionally, your maturity, ability to live independently overseas, and motivation to learn-by-doing.
- i. Evaluations from prior internships / work experiences (if available, max. 2)

The above documents should be sent via Mail to our office in two forms: 1) paper format and 2) all documents (excluding the passport copy, recommendation and application form) as **one PDF** document. The file should be labeled: Last Name_First Name_Internship_Application. The evaluation can either be included in your packet in a sealed envelope or can be sent by the professor directly via mail, fax or email.

Applicants enrolled at a partner university: Your advisor will collect your application for review and send it together with all other applications to our program.

Applicants not enrolled at a partner university: please send your application via regular mail directly to our office.