

**Hostelling International Chicago
Internship Application**



Submit application together with:

- Cover letter
- Resume
- One written recommendation
- Copy of college transcript

Resume must include:

- Academic status, institution(s) attended, majors and minors
- Work experience, including prior internship positions

An interview will be scheduled when your application is complete. The supervisor(s) for the position that you choose will conduct the interview. Selection is made on a rolling basis until filled, so we recommend that you complete your application as soon as possible. Contact Sharday if you have any questions.

Internship Request: Check one position only

<input type="checkbox"/>	Hospitality Management, Sales, & Front Desk	<input type="checkbox"/>	Nonprofit Management, Volunteer Coordinator	<input type="checkbox"/>	Nonprofit Development (fundraising)
<input type="checkbox"/>	Education and Youth Outreach	<input type="checkbox"/>	Communication Strategies	<input type="checkbox"/>	

Term Request: Check one box

<input type="checkbox"/>	Fall	<input type="checkbox"/>	Summer: live at the hostel A coed apartment is provided for 2 to 4 summer interns, depending on availability.	Intern Apartment: Limited number of summer interns live at the hostel. Accommodations are not available in Fall or Spring
<input type="checkbox"/>	Spring	<input type="checkbox"/>	Summer: not living at the hostel	

<input type="checkbox"/>	Anticipated start date	<input type="text"/>	<input type="checkbox"/>	Anticipated end date	<input type="text"/>
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Contact Information

Name	<input type="text"/>				
Current address	<input type="text"/>				
City, zip	<input type="text"/>				
Permanent address	<input type="text"/>				
City, zip	<input type="text"/>				
E-mail address	<input type="text"/>	Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>

Academic Information

College/University	<input type="text"/>
Current year and major	<input type="text"/>
Anticipated degree date	<input type="text"/>
Are you seeking course credit for internship	<input type="text"/>

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Skills, Experience, Basic Questions: please make your responses brief, thank you

Relevant coursework for internship	
What skills do you seek to gain from the internship	
What experiences do you seek from the internship	
Describe your familiarity with Chicago	
What computer skills do you have	
What languages do you speak and ability level	
Describe your international travel	
What is your favorite hostel	
Where is your next travel destination	
What is the best Chicago attraction	
How did you find out about the internship	

Affirmation and Signature

Affirmation	I affirm that all statements herein are true and authorize Hostelling International Chicago and its agents to check my references, education, and employment background as necessary for the application process. I understand that Hostelling International Chicago internships are unpaid and that Hostelling International Chicago makes no guarantee of future employment.		
Signature		Date	

Submit Application with Documents

By mail	Sharday El-Assar, Hostelling International Chicago 24 E Congress Pkwy, Chicago IL 60605-1226
By email or fax	Sharday El-Assar // activities.chicago@hiosa.org // fax: 312-583-2219