

ALBANY INSTITUTE OF HISTORY & ART

125 Washington Avenue • Albany, NY • 12210 • www.albanyinstitute.org
Tel: (518) 463-4478 • Fax: (518) 462-1522 or 463-5506

Internship Application Form

Please print and fill out all sections completely:

Name _____ Date of Application _____

Address _____

Phone _____

Email _____

Preferred Method of Contact:

Address ____ Email ____ Phone ____

Education

If possible, please attach transcripts

Graduate School _____ Date of Graduation _____

City and State _____

Field of Study _____ Degree _____

Honors/Awards and Extracurricular Activities _____

College/University _____ Date of Graduation _____

City and State _____

Field of Study _____ Degree _____

Honors/Awards and Extracurricular Activities _____

High School _____ Date of Graduation _____

City and State _____

Honors/Awards and Extracurricular Activities _____

Work/Volunteer Experience

Please attach a resume or CV

1. Company/Organization _____

Address _____

Phone _____

Position _____

Supervisor _____

Duties _____

Dates _____

2. Company/Organization _____

Address _____

Phone _____

Position _____

Supervisor _____

Duties _____

Dates _____

3. Company/Organization _____

Address _____

Phone _____

Position _____

Supervisor _____

Duties _____

Dates _____

Special Skills (Computer, Language, etc.) _____

References

Please provide two (2) professional and/or academic references.

1. Name _____

Company/Organization _____

Address _____

Phone _____

2. Name _____

Company/Organization _____

Address _____

Phone _____

Please indicate the department you are applying for.

Detailed descriptions can be found at www.albanyinstitute.org

___ Curatorial Practices

___ Public Relations and Marketing

___ Development/Fundraising

___ Education

___ Event Planning

___ Museum Shop

How did you learn about our intern program? _____

Do you plan to earn academic credit if accepted? Yes ___ No ___

If yes, please list the contact information of your college or university advisor:

Name _____

Address _____

Phone _____

Email _____

How many credits will you earn for this internship? _____

How many hours per week will you need for credit? _____

Cover Letter

Please one page cover letter explaining why you would like to participate in the internship program at The Albany Institute of History & Art.

Resume/CV

Please attach a copy of your most recent resume or CV.

Application Checklist:

___ Completed Application Form

___ Resume

___ Cover Letter

Send completed application packet to:
Albany Institute of History & Art
125 Washington Avenue
Albany, N.Y. 12210
For more information please call (518)563-4478