



Internship Grant

APPLICATION PROCESS

Part I: When applications open, students must complete an online Application Form by the Initial Deadline. CPD will verify student eligibility and contact eligible applicants to complete their application.

Part II: Eligible applicants who submitted an online Application Form by the Initial Deadline will be invited to supplemental materials (Essay, Letter of Recommendation, and Approved Resume in Career Maverick) by the Final Deadline.

A completed Internship Grant Application includes an Application Form, Essay, Letter of Recommendation, and Approved Resume in Career Maverick. Your application is not complete until you receive an email confirmation from CPD@mercy.edu. All of the application pieces must be received in order to consider your application complete.

If you have trouble applying, please contact Lyn Leis at LLeis@mercy.edu.

Application Form

The Application Form is submitted online by the initial deadline.

Essay

Essays are submitted by email to the Internship Grant Coordinator. Students will be provided specific questions to answer ahead of time.

Letter of Recommendation

The Letter of Recommendation must come from Mercy faculty or staff, or from a current or former employer. The letter must be on letterhead, signed in pen, and emailed directly to the Internship Grant Coordinator by email, by hand, or by mail from the recommender. Recommendations submitted by students will not be accepted. Letters of Recommendation can take time to obtain, so don't wait until the last minute to ask someone to write this for you!

Letters of Recommendation should address the following:

- How the recommender knows the applicant, and for how long
- The applicant's professional strengths
- How the applicant would represent Mercy College at an internship and as a grant recipient
- How the grant would benefit the applicant

Resume

All applicants must have a resume approved in Career Maverick by the final application deadline date. This can take time, and may even require an appointment with your PACT Mentor or Career Counselor, so do this early! To submit your resume for approval:

- Log in to Career Maverick ([link](#))
- Click "Documents" on the left, and then "Pending"
- Upload your resume for review.



- Leave yourself some time for your PACT Mentor to review your resume, and for you to make edits if necessary.

Questions?

Contact CPD@Mercy.edu or 914-674-7203