



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 submit supplemental materials (Essay, Letter of Recommendation, and Approved Resume in Handshake) by the Final Deadline.

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

Application Form

The Application Form is submitted online by the initial deadline.

Essay

Essays are submitted by email to CPD@mercy.edu. Students will be provided guidelines for completing the essay as there will be a series of questions students will need to answer through the essay.

Letter of Recommendation

The Letter of Recommendation must come from Mercy faculty or staff, or from a current or former employer. It is recommended that the letter be on letterhead and signed. Delivery methods include, email directly to CPD@mercy.edu, delivery by hand to Career and Professional Development – Main Hall 247A (*Above the Library*), or through mail to CPD from the recommender to:

Career and Professional Development
Main Hall – 247A
555 Broadway
Dobbs Ferry, NY 10522

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 what length of time
- 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 an approved resume in Handshake by the final application date
(or within the application year – i.e. – if applying in 2019, the resume needs to have been approved in 2019)

Resume approval can take time and may even require an appointment with a Career Coach, so do this early! To submit your resume for approval:

- Log in to Handshake: [Mercy.joinhandshake.com](https://mercy.joinhandshake.com)
- Click on "Documents" in the student tab on the right
- Then Add a New Document on the bottom left
- Follow this link for a 2-minute video tutorial: <https://career.mercy.edu/resources/how-to-upload-documents-in-handshake/>

Questions?

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