

Instructions for Completing and Submitting The NC RESA 2024 Summer Internship Program Application

Submit the application with your resume (required) March 4th thru March 15th, 2024.

TO COMPLETE YOUR APPLICATION:

1. Complete the student application online from the NC RESA website at www.ncresa.org/sip.
2. If you need assistance in completing your application, visit your local career technician or contact the NCCTC Career-Tech Center, in Fremont, at 231.924.8828.

Important Instructions:

To complete the Employer Names and Position Choices on the Student Application, you will need to access the list of employers and available positions. Please visit www.ncresa.org/sip and click on the **Available Worksites** link.

- 1) List the employers with whom you wish to be considered for employment by selecting the Name of the Employer from the drop-down box in the appropriate place on the application. You may choose up to three job positions and are encouraged to do so. Applications will be screened, and applicants will be considered for interviews based on the student's career goals, the skillset the student possesses, and the needs of the employer. **Students who have not previously held a position will be given preference in the process.**
- 2) Finalists for open positions will be notified by NC RESA. Selected candidates will be contacted by the employer and have from **April 8 - 12** to complete the interview process. Employers will submit their recommendations to NC RESA by **April 19th** and placements will be assigned by **May 6th**.

ATTACH THE FOLLOWING REQUIRED DOCUMENT IN THE APPROPRIATE PLACE ON YOUR APPLICATION:

- ☐ Inquire about help with Personal Resume, by calling (231.924.8828)

Applications must be submitted by: March 15, 2023