

## **Sodexo Internship Fund**

A newly established Sodexo Internship Fund will provide the opportunity for talented undergraduate students to have financial support while completing unpaid summer internships. While participation in internship experiences is a vital part of career preparation, many students are unable to take part in valuable unpaid opportunities because they must earn funds for their education. Through the Sodexo Internship Fund chosen students will receive up to \$5,000 to defray the cost of lost income as a result of pursuing an unpaid internship. The fund will be available summers 2012-2016. Preference will be given to current Sodexo student employees and students who may not otherwise be able to complete an unpaid internship due to financial constraints.

### **Eligibility:**

Candidates must:

- be a currently matriculated Binghamton University undergraduate student, completing the internship before they graduate
- be a US citizen
- have a minimum GPA of 3.0
- have a current Free Application for Federal Student Aid (FAFSA) on file at the University's Office of Financial Aid and Scholarship Services. This FAFSA must establish that the student has demonstrated financial need
- have interviewed and been offered an unpaid internship

### **Application Process:**

Submit the following to Sodexo Internship Fund, Career Development Center, LSG 500. If by mail, please add: Binghamton University, PO Box 6000, Binghamton, NY 13902-6000

- An application (available on-line from the CDC homepage at <http://cdc.binghamton.edu>)
- A resume (For resume help: <http://www2.binghamton.edu/career-development-center/quick-reference-guides/resume.pdf>)
- A letter or email from the organization offering an internship position. The letter must describe the opportunity, duration, hours, expectations, location and that it is unpaid. The internship supervisors' name and contact information (email, phone and address) must be included.
- A personal statement, no more than 2 pages in length, describing the internship you have been offered and how it fits in with your career plans
- Two reference letters (letters from current Sodexo staff will not be accepted)

### **Additional Information:**

- Career Development Center staff will be available to help students identify internship opportunities and will review draft resumes during Counselor-on-Call hours
- Academic credit may be available through the Career Development Center Internship (CDCI) Program
- Please note: Some employers may require students to take the internship for credit

### **Application Timetable:**

Applications will be reviewed and decisions made on a rolling basis

**Questions:** Contact Meg Mitzel, Experiential Education Coordinator, Career Development Center, Binghamton University: [mmitzel@binghamton.edu](mailto:mmitzel@binghamton.edu)