



INSTRUCTIONS FOR COMPLETING THE APPLICATION



1. Each instructor can recommend up to five students to the CEFGA Summer Internship Program. Your instructor needs to send your letter of recommendation by mail to Kelley Napier at CEFGA, or by email to napier@cefga.org.
2. Once a recommendation is secured, students need to download the application from the student section of the CEFGA website at www.cefga.org/students.html. Fill in the entire form, including essays and save it to your computer or a disk.
3. Students also need to download and print out the Bona-fide student learner packet, and obtain all of the necessary signatures on the *School-to-work Internship Training Agreement*, excluding the gray boxes. Once completed this should be mailed to Kelley Napier, CEFGA, 3585 Lawrenceville Suwanee Rd., Suite 301, Suwanee, GA 30024. All materials must be received by February 28, 2009.
4. Then each student needs to create a free job seeker account at www.cefgajobs.org. Click on the job seeker tab on the right side of the page. Fill in all of the account information completely and create a resume using the Resume Wizard. Don't forget to include volunteer and school activities. Attach your completed application using the paper clip button in the Resume Manager.
5. To apply for an intern position, click on Internship Jobs at the top of the page. Search for the CEFGA Summer Internship location closest to you. Positions are listed by county according to the county seat. Please apply only once. Your application will automatically be sent to CEFGA with your resume. You will receive an email confirming that your application has been received.
6. Your application is not complete until CEFGA has received your Bona-fide student learner packet, teacher recommendation, resume, and application. **All materials are due to the CEFGA office by Saturday, February 28, 2009.**

Contact **Kelley Napier, Career Placement Specialist** at 678-889-4445 x304 for more information. **CEFGA**- 3585 Lawrenceville Suwanee Rd., Suite 301, Suwanee, GA 30024 *Please visit us at* www.cefga.org.

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