

NPTC's Applications Tips

We asked our sites about what they look for in intern applications to help prospective interns best prepare their applications for our internship program. We hope these tips help you as you begin preparing and submitting your internship applications.

Top 5 Most Important Sections of the AAPI*

1. Applicant Experiences
2. Professional Conduct
3. Resume/CV and Personal Essay
4. Cover Letter
5. Number of Hours

*According to our sites.

Resumes

When evaluating resumes and CVs, our sites look at the breadth of the intern applicant's professional and life experiences and the extent to which those experiences fit with what the site offers.

Letters of Reference

Our sites look for letters of reference that are written by someone who knows the applicant well and that provide a clear picture of the applicant's strengths, interests, and areas of growth.

Cover Letters

In general, our sites want to see the following elements in intern applicant cover letters:

- Demonstrated knowledge of the position(s) of interest
- The ability to explain how each position of interest fits with the applicant's experience and goals, especially if the applicant is applying to more than one position and the positions are significantly different
- The ability to write in a concise and professional manner

"We truly are looking for a candidate who is a good fit for us, so the best way to prepare is to present your authentic professional self."

Advice from an NPTC Training Director

Self-Care During the Application Process

- Do something that's just for you each day
- Enjoy the process and be in the moment
- Be yourself!