



Administrative Internship Program Application

Instructions: Complete this form and submit it with other application materials as directed on the job posting.

Applicant Information

Name <i>(Last, First)</i>		
Graduate Academic Institution/Pending Degree		Current Graduate School GPA (NA if pending)
Graduate School Graduation Date <i>(mm-dd-yyyy)</i>	Undergraduate Academic Institution/Degree	Undergraduate Cumulative GPA

1. Briefly highlight one to two experiences that have prepared you for an administrative internship.
2. Describe your career goals and your professional inspiration.
3. Why are you interested in the Mayo Clinic administrative internship?
4. What do you envision as your ideal first position after graduate school?

Number your responses to correspond to each statement or question. (750 total words maximum)

Continue on page 2 if necessary.

Administrative Internship Program Application (continued)

Name *(Last, First)*

Continued