

ChautauquaWorks

one-stop workforce services



**The Workforce Investment Board and
Gebbie Foundation
present
Chautauqua Advancement Project
An Internship Program for Young Professionals**

Application

This unique and innovative program will support a group of young professionals to be placed in paid internships at businesses located in the Jamestown region. To be eligible for this internship, you must have graduated from college with a Bachelor's Degree or will be graduating with a Bachelor's Degree this year, and be interested in living and working in the Jamestown, NY area. The Workforce Investment Board and Gebbie Foundation are interested in young professionals to fill these internships.

By filling out this application and submitting a resume, you may be selected to complete an intense interview process to determine if you are the right person to fill one of the openings. This includes an initial interview with the Workforce Investment Board staff as well as a second interview with the host organization staff.

You may email this application and resume to Jody Cheney at jcheney@chautauquaworks.com

or submit to the following address:

Workforce Investment Board
c/o Jody Cheney
4 E. 3rd St.
Jamestown, NY 14701

Internships and Learning

Each CAP intern will work a typical work day Monday – Thursday at an assigned business or as needed by the host organization. On each Friday, the interns will participate in a joint-learning day that will involve a variety of activities. Staffed by the WIB, interns will receive customized job coaching on resumes, interviewing and networking. The group of interns will also work on an identified community project as a team.



Katie Geise, Executive Director
Cheryl Calhoun, Finance Director

kgeise@chautauquaworks.com
ccalhoun@chautauquaworks.com

4 East 3rd Street
Jamestown, NY 14701
(716) 661-9324
Fax (716) 483-2012

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Internship Application Due Date 3/31/17 (Please include a Resume)

Date:

Name:

E-mail Address:

Home Address:

Home Phone Number:

Cell Phone Number:

College/University:

Major:

Graduation Date:

Write a brief essay about why you would like to participate in this program. Please include why you would like to work in the Jamestown, NY area and how you can be an asset to our community.

For the short-term, what type of job/internship do you hope to obtain? Please try to be specific to the type of field you would like to gain experience in.



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In the long-term, please describe your career aspirations.

Use 3 words to describe yourself and would differentiate you from your peers.

How did you hear about this opportunity?



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