

## Administrative Internship Program Instructions:

**Step 1:** Select “Application Process” tab on the Administrative Internship Website:

<http://www.mayo.edu/mshs/careers/administrative-internship/administrative-internship-program-florida/application-process>

**Step 2:** Select “Application for Admission” under “How to Apply”

**Step 3:** Select Create Account and follow the instructions to create an account. Save the PIN number you are given – you will need it to login later.

**Step 4:** After creating your account and logging in, select Start Application under the “Application for Admission tab”

- (If you have already started the application, once you sign in, select the “Edit Application” tab)

**Step 5:** Fill out the application (there are 7 sections)

**Section 1:**

- For Program Type and Program Name, choose “**Administrative Internship**”
- For Start Date, select the start date of the semester of the internship for which you are applying (there should only be one option)

**Section 2A:**

- Fill out all Personal Information

**Section 2B:**

- Fill out Demographic Data

**Section 3:**

- Fill out Education Information

**Section 4:**

- Attach your resume to this page
- You do not have to fill out the Employment Information fields since that should be on your resume
- You can include letters of recommendation if you have them but they are not required

**Section 5:**

- Skip this section

**Section 6:**

- Skip this section unless you have professional licenses that you’d like to include – not required.

**Section 7:**

- Attach your **200-400 word personal statement**. Instead of the prompts listed on the application please describe three departments you have interest in. Curriculum can be found on the following link:

<http://www.mayo.edu/mshs/careers/administrative-internship/administrative-internship-program-florida/curriculum>

**Step 6:** Verify that all application information is correct and no items are missing, then submit application.