



UNIVERSITY OF  
**SOUTHERN MAINE**  
 School of Business

**JOB & INTERNSHIP FAX FORM**

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<b>TO: Office of Career Services &amp; Internships</b> <b>ATTN: Melissa L. Burns, Coordinator</b> <b>FAX#: (207) 780-4662</b> <b>FROM: _____</b> <b>DATE: _____</b> <b>#PAGES: _____</b>
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**EMPLOYER INFORMATION:**

Company Name:		Date:
Contact's Name:	Contact's Title:	
Phone #:	Ext:	Fax#:
E-Mail:	Website:	
Company Address/P.O. Box:		

**Please check:**  **Internship\***  **Full-time job**  **Part-time job**  **Seasonal/Temporary**

\*A credit bearing internship must be at least 140 hours. Minimum student GPA requirements for internships:  
 3.0 graduate; 2.33 undergraduate Business; 2.5 undergraduate accounting or finance.

Title:	# of openings:	
# of hours/wk:	Typical work hours:	
Start date:	End date:	Hourly wage(if applicable):
Application procedure: Resume?    Cover letter?    Unofficial transcript?    Letter of recommendation from a faculty member?    Other?		
Deadline date to apply?		

Please describe the skills and qualifications needed for this position. (Okay to send an attachment.)

- a.) What level of student are you seeking, an undergraduate and/or a graduate student?
- b.) If an internship, what is the minimum GPA a student needs to have?

Please describe the duties and/or projects related to this position. (Okay to send an attachment.)