



KLR Productions, Inc.
5753-G Santa Ana Cyn. Rd., #205
Anaheim Hills, CA 92807
(714) 400-0823 phone
(714) 400-0824 fax
www.KLRPro.com

Intern Application Procedure

Although internships with KLR Productions, Inc. are **unpaid** positions, they do provide an excellent experience in a professional setting for students and recent graduates.

Please review the following information and **email** your **resume**, **letter of interest or cover letter** and **unofficial transcript**, to the contact listed above. Please **do not** include a writing sample unless that information is specifically requested in the position description.

Your letter of interest or cover letter is a key component in achieving a meaningful internship experience:

- It provides an opportunity to elaborate upon details that are usually just listed in a resume.
- It demonstrates written communication skills and style.
- It allows a more in-depth discussion of career goals, personal interests, academic accomplishments, community involvement, etc.
- It assists County managers in matching applicants with internship opportunities that complement individual career and academic goals.

When preparing your letter of interest or cover letter, consider the following options:

- View one of KLR's event web sites at <http://www.newmomexpo.com> to gain insight into what type of events KLR produces and operates.
- Keep the letter's content and format professional as you demonstrate your individual writing style and introduce yourself to the reader.
- Discuss career and academic goals and personal interests.
- Share your expectations of the internship experience, including what you would like to accomplish; what issues/projects/assignments are of particular interest; and what skills, knowledge and expertise you hope to gain.

Additional information that **MUST** be included in your application material (Please list in your cover letter/letter of interest, resume and/or in a supplemental page):

- Position title(s) (You may submit one resume/cover letter for several positions.)
- Computer skills (be specific)
- Bilingual skills
- Grade level, expected graduation date and GPA
- Classes taken that relate to the internship(s) you are applying for
- Number of hours that you can schedule each week
- Approximate date (or dates) that you can start the internship
- Preferred duration of internship (how many months?)
- Days and timeframes available to schedule internship hours
- Will you receive academic credit through your college/university for the internship?
- Address where you will reside while completing the internship (if different from address listed on resume)