Interested students/graduates shall submit the following:

- A completed application.
- A two-page typewritten 500 word essay outlining the following:
  - Career objectives including short and long range academic and professional goals, and plans for obtaining stated goals.
  - How your goals are related to the procurement profession.
  - How the Internship will be used to advance your career objectives.
  - Why you should be selected as a participant in this internship program.
- Current Resume, not to exceed one page.
- One Letter of Recommendation from Professor or Previous Employer.
- To be eligible an applicant must be:
  - United States citizen
  - At least 18 years of age on or before the first day of the internship;
  - Currently enrolled in an undergraduate or graduate program at a college, community college or university or graduated in the past 2 years from undergraduate or graduate program at a college, community college or university.

REQUIREMENTS (Continued)

- A veteran of the U.S. Armed forces who possesses a high school diploma or its equivalent and has served on active duty at any time over the past two years.
- The Central Florida NIGP internship program is an unpaid program.
- Interns will be expected to work a minimum of 10 hours a week during normal business hours. Hours may vary with each agency.
- The application packet must be submitted via e-mail to: info@cfcnigp.org.
- When an applicant has successfully submitted an application, he/she will receive an email confirmation.

Visit us at:
http://www.cfcnigp.org
Internship Experience

The Central Florida Chapter of NIGP is offering students the opportunity for an internship with involvement in a broad range of activities for a minimum of 3 months. Interns will participate in the procurement process. Additionally, interns will provide assistance to the Procurement staff in their day-to-day business. This includes preparation of solicitations, data analysis, evaluation and presentation of results.

The experience is challenging and rewarding. Interns will gain a better understanding in the following areas: exposure to public procurement policies and regulations, specification development, marketing research, solicitation preparation, negotiations, price analysis, value analysis, award recommendation, and purchase order processing and disposal, sale and salvage of excess goods.

Who Are We Looking For

NIGP seeks talented students pursuing a Public Administration degree. Ideal candidates:

- Have strong academic performance and career interest in Public Business Administration or a related field;
- Possess leadership potential;
- Are open to learning and exploring a variety of Public Procurement business areas;
- Demonstrate analytical skills and business skills;
- Are innovative and can look beyond standard practices;
- Exhibit excellent communication abilities.
- Value teamwork, diversity, and integrity.

Benefits

- Interns will automatically receive a student membership to the Central Florida Chapter of the NIGP.
- Substantial savings on seminars, conferences and symposiums.
- Bi-Monthly newsletter.
- Career opportunity details.
- Discounted study guides.
- Bi-Monthly meetings (January - December).
- Educational events such as Purchasing Basics classes.
- Free student membership to NIGP National.
ELIGIBILITY REQUIREMENTS

In order to be eligible for this internship program, you must meet ALL of the following criteria:

1.1. Be a United States citizen.

1.2. Be at least 18 years of age on or before the first day of the internship.

1.3. Currently enrolled in an undergraduate or graduate program at a college, community college or university or graduated in the past 2 years from undergraduate or graduate program at a college, community college or university in a procurement/supply management or business-related degree program.

1.4. A veteran of the U.S. Armed forces who possesses a high school diploma or its equivalent and has served on active duty at any time over the past two years.

Note: Individuals with a direct or indirect family or business relationship with any CFL-NIGP Chapter member must note the relationship on their application in order to assist in proper placement to avoid any conflict of interest.

ABOUT THE APPLICATION

Individuals interested in applying for consideration for an internship under this program are required to submit a completed application packet as stated below.

All application questions need to be completed in their entirety and submitted along with the requested documentation to be eligible. Failure to submit a complete application package will result in disqualification of the applicant from further consideration for internship period. All documentation submitted with an application package shall become the property of the Central Florida Chapter – NIGP and shall be held confidential.

It is recommended that all information be typed to assure legibility of the application. If you need more space for your responses, so indicate and attach an additional sheet of paper with your additional responses. An electronic copy of the application form can be obtained by visiting the chapter’s web site at info@cfcnigp.org. Internships are not transferable to another person.

Thank you for taking an interest in the Central Florida Chapter – NIGP – Procurement Internship Program!
APPLICATION PACKET

The following documentation shall be submitted as part of the application packet:

1. A completed application.

2. A two-page typewritten 500 word essay outlining the following:
   2.1. Career objectives including short and long range academic and professional goals, and plans for obtaining stated goals.
   2.2. How your goals are related to the procurement profession.
   2.3. How the Internship will be used to advance your career objectives.
   2.4. Why you should be selected as a participant in this Internship Program.

3. Current resume, not to exceed one page.

4. One letter of recommendation from professor or previous employer.

The application packet must be submitted via e-mail to: internship@cfcnigp.org. When an applicant has successfully submitted an application, he/she will receive an e-mail confirmation.

APPLICATION CHECKLIST

_____ Scholarship Essay

_____ Internship Application Form

_____ Resume

_____ Letter of Recommendation

_____ Transcripts and/or Documentation of Course enrollment
APPLICATION FORM

This application must be accompanied by the information listed on the Application Instructions and Checklist. Once completed, the packet should be e-mailed to the following address:

Central Florida Chapter - NIGP Internship Program
internship@cfcnigp.org

(Please Type or Print)

Name: ____________________________ Time period for which applying: ______________________

College/University Name: ____________________________

[ ] Full-Time Student     [ ] Part-Time Student     [ ] Graduate     [ ] U.S. Armed Forces Veteran

Current Address: ________________________________________________________________

City: ____________________________ State/Province: _______________ Zip/Postal Code: ______

Contact Phone #: _______________________ E-Mail: _____________________________________

Years of Related Work Experience: ______________ Current Position: ______________________

List memberships in business related clubs and/or organizations

___________________________________________________________________________

A. Education

<table>
<thead>
<tr>
<th>Major</th>
<th>School/University Name</th>
<th>Credits Earned</th>
<th>GPA</th>
<th>Dates Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Related Non-Degree Course Work

<table>
<thead>
<tr>
<th>Class/Course Name</th>
<th>School/University Name</th>
<th>Dates Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I affirm that the information provided in this application is correct and accurate and that I am at least 18 years of age.

Signature: ____________________________ Date: ______________________

Print Name: ____________________________