



HISTORYCORPS

A Public History Internship Program for UCLA Undergraduates

Fall 2018 – Application

Deadline: September 20, 2018

Submit completed application form and all requested documents as **ONE PDF** to phi@history.ucla.edu

Name: _____ UID: _____

Year (Junior/Senior): _____ GPA: _____

Email Address: _____ Cell Phone: _____

Major/Minor: _____

Internship Site Choice (rank your top 3 choices)

- _____ Center for the Study of Political Graphics (Culver City)
- _____ Chinese Historical Society of Southern California (Downtown Los Angeles)
- _____ El Pueblo de Los Ángeles Historical Monument (Downtown Los Angeles)
- _____ Los Angeles Museum of the Holocaust (mid-Wilshire)
- _____ Museum of Social Justice (Downtown Los Angeles)
- _____ Museum of Tolerance (West Los Angeles)
- _____ Petersen Automotive Museum (mid-Wilshire)
- _____ Sherman Grinberg Film Library (Chatsworth)

Special Interest Internships – For more information, visit PHI office in Bunche 6341

- _____ Office of Senator Dianne Feinstein (West Los Angeles)

Are you currently applying to or interviewing for other internships or part-time jobs? _____

I certify that all information provided by me in this application is correct, accurate and complete to the best of my knowledge. I understand that falsification, misrepresentation, or omission of any facts in this application or any other document submitted in connection with a HistoryCorps internship will result in denial of an internship referral.

_____ (Signature)

In addition to the completed Referral Application form, your package must include the following documents. Please make sure to submit all the documents as **ONE PDF** file.

1) **CLASS SCHEDULE:** On a separate sheet of paper, please list course names and times of the courses you will be taking during UCLA Fall Quarter 2018. *If applicable, indicate how your availability to intern may be impacted by a part-time job or other responsibilities.*

2) **STATEMENT OF PURPOSE** (1-page double-spaced): Explain your interest in the HistoryCorps internship program. What do you hope to learn from a public history internship? How do you think an internship will complement your academic and/or professional pursuits? If you have prior experience working with a museum, school, or other public history site, please feel free to discuss that experience—but note that prior experience is not necessary to secure a referral for an interview.

3) **RESUME** (one page): For help writing or editing your resume, see the UCLA Career Guide 2015-16, Chapter 5 – Resumes and Cover Letters.
<https://www.career.ucla.edu/Resume>

4) **COVER LETTER:** Prepare a cover letter addressed to the internship site you ranked as your first choice. Be sure to explain why you are particularly interested in an internship at that site. Your cover letter should communicate your strong interest in the site and your enthusiasm to learn from as well as contribute to the mission of that organization. A successful cover letter usually include the following paragraphs: (1) introduction, (2) explanation of your skills and where you learned them, (3) explanation of how you intend to apply your skills to the internship and what you hope to gain, and (4) conclusion and permission to contact.

5) **SITE STATEMENTS** (2 statements .5-page double-spaced): For your other two choices, provide an explanation of your interest in the site, how you could use your skills at the site, and what you hope to gain.

7) **SUPPLEMENTAL APPLICATIONS:** A few of the internships require additional information. Please review the [internship descriptions](#) and attach any additional information/application.

6) **ADDITIONAL INFORMATION (OPTIONAL):** Is there anything else we should take into consideration when referring you to a site? For instance, do you have any special skills in technology, event planning, or marketing/social media? Can you speak and/or write in a language other than English?

CONTACT

phi@history.ucla.edu

6341 Bunche Hall

(310) 825-4702

<https://phi.history.ucla.edu/whatwedo/>