



## Application for Summer Internship

Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Home Telephone #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Department Internship you are applying for:

\_\_\_\_\_ Public Relations/Marketing      \_\_\_\_\_ Administration

\_\_\_\_\_ Computer      \_\_\_\_\_ Wardrobe/Costume Shop

**Educational Background:**

Please list school name/s, location, years completed, course of study and any degrees earned.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you currently enrolled for summer courses? \_\_\_\_\_ Yes \_\_\_\_\_ No

If YES, please list your summer course schedule with days and time you will be attending class:

\_\_\_\_\_  
\_\_\_\_\_

Please list any special skills and/or relevant course work you have acquired or taken that may have prepared you for the internship you are applying for at Houston Ballet:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Please list any relevant honors, awards and organizations that you have received and you are affiliated with:

---

---

---

---

In the spaces provided below please indicate your knowledge level for each of the following software programs and applications: (1=none; 2=beginner; 3=intermediate; 4=advanced)

Microsoft Outlook\_\_\_\_\_ Microsoft Word\_\_\_\_\_ Microsoft Excel\_\_\_\_\_

Microsoft Power Point\_\_\_\_\_ Microsoft Access\_\_\_\_\_ Adobe Photoshop\_\_\_\_\_

**Please submit completed application along with resume and a cover letter (PR/Marketing Intern applicants please include two writing samples) describing why you would like to have an internship with Houston Ballet to:**

**[HBInternship@houstonballet.org](mailto:HBInternship@houstonballet.org) or mail to:**

**Houston Ballet  
ATTN: Brandon Campbell  
1921 W. Bell  
Houston, TX 77019**

*Please note that due to the large amount of intern applications that we receive, you may not receive a confirmation of acknowledgement. **NO PHONE INQUIRIES PLEASE.***

**Houston Ballet Internships are unpaid. Any internship offer will be contingent upon satisfactory results of criminal background check.**