

CBI Business Internships

Get real world experience while earning a degree.

HOW TO APPLY

Submit:

Cover letter and Resume

Information & Application Forms

Consent Form

Faculty/Staff Recommendation Letter

*Advanced approval is required by Department Head



TIPS

Join Student Organizations

Have Flawless Resume

Dress Professionally



REQUIREMENTS

120 Hours

Daily Time Log

Midterm Essay

Final Essay

Supervisor's Evaluation Report

Intern's Evaluation Report

Handwritten Thank You Note

Professional Headshot



Business Casual

Appropriate business casual dress typically includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, a dress or skirt at knee-length or below, and loafers or dress shoes that cover all or most of the foot.



Business Casual Is

- Collared, button down shirts tucked in
- Blouses or shirts with a conservative cut
- Sweaters or cardigans
- Khaki or dark pants with a belt
- Skirts or dresses that fall below the fingertips

Business Casual Is NOT

- Flip flops or sandals
- Gym/athletic attire
- Jeans
- Shorts

Business Formal

The professional standard is to wear a two-piece, matching suit in gray, navy, or black.



Business Formal Is

- Matching suit
- Dark colors
- Closed-toe shoe/low heel
- Button down shirt
- Formal blouse

Business Formal Is NOT

- Open-toe shoes
- Khaki pants
- Short Sleeve jackets
- Low-cut clothing

GENERAL TIPS

- Keep it simple, yet classy.
- Make sure everything is clean, pressed, and fitted.
- To look professional wear muted colors like black, gray, or navy.
- Try having a clean and conservative hair style for the interview.
- Keep your fragrances and jewelry at a minimum.
- When wearing accessories, try wearing items that complement your look rather than distract from it.



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