



## FERMILAB SIST INTERNSHIP CHECKLIST

This checklist is to help students plan and prepare for application to the Fermilab SIST Internship.

\_\_\_\_\_ DRAFT APPLICATION. Complete the paper application for review by the LSMRCE student mentorship team.

\_\_\_\_\_ LETTERS OF RECOMMENDATION (2). Request 2 letters of recommendation from a teacher or mentor who can talk about your academic performance, your passion or interest in research, and why you would be a good fit for the internship opportunity.

\_\_\_\_\_ TRANSCRIPT. You will need an electronic copy of your unofficial School Transcript (including Fall 2019).

\_\_\_\_\_ REVIEW CYCLE. You should have several people review your application material to ensure it is free of errors and written so that your application is competitive. LSMRCE is here to support you. Submit all your materials to Deb Cole [contact@lsmrce.org](mailto:contact@lsmrce.org) for review by the LSMRCE student mentorship team!

\_\_\_\_\_ SUBMIT. Once your application materials have been reviewed, submit the application online at: <http://academicjobsonline.org/ajo/jobs/12449>. Applications due by Feb 3, 2020, at 4p CT. LSMRCE mentorship team is here to walk you through the process if you would like the support.

\_\_\_\_\_ PRACTICE. Once you have submitted your application, the LSMRCE team is ready to help prepare you for the interview. Fermilab will request a Skype interview the week of February 20<sup>th</sup>. Contact Deb Cole at [contact@lsmrce.org](mailto:contact@lsmrce.org) to set up a time that works for your schedule.

Selected interns will be notified via email by March 3, 2020.