



# *Precisely as Planned*

## **Wedding & Special Event Consultants**

### **Internship Application Form**

Today's Date \_\_\_\_\_

#### Personal Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Social Security Number \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Current Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Have you previously been employed or volunteered in the wedding/event industry?

If yes, when and where: \_\_\_\_\_

College or University Major/Concentration- \_\_\_\_\_

Degree awarded or working toward Bachelor of Science \_\_\_\_\_

Number of semesters- \_\_\_\_\_ Anticipated graduation date \_\_\_\_\_

#### **Internship Information**

Term(s)

\_\_\_ Summer (Jun through Aug) \_\_\_ Fall (Sep through Nov) \_\_\_ Spring (Feb through Apr)

Will you seek academic credit for this internship?

Please provide contact information, if any, for your academic advisor.

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Will you be available for:

\_\_\_ Full-time, 35 hrs/week \_\_\_ Part-time, 5 to 15 hrs/week

#### **Days available: (Please circle)**

Tuesday    Wednesday    Thursday    Friday    Saturday

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**List any special skills, interests, and/or training.**

Background or experience (circle any that may apply, write additional items in)

Wedding Planning, Event Planning, Customer Service, Office Skills, Public Speaking, Social Networking, Blogging, Computer Skills, Marketing/Sales, Writing, Other:

**References**

Please provide two professional references. Do not list friends or relatives.

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ City- \_\_\_\_\_  
Phone Number \_\_\_\_\_ E-mail Address- \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ City- \_\_\_\_\_  
Phone Number \_\_\_\_\_ E-mail Address- \_\_\_\_\_

**Attachments**

Please submit the following materials as part of your application package.

**Resume:** Attach a resume in which you list relevant coursework, work experience, and other experience that relate to the internship project for which you are applying.

**Cover Letter/Personal Statement:** On a separate sheet of paper, please write a short proposal stating why you are applying for an internship with Precisely as Planned, please relate to your academic and career goals. Please keep the statements to one page.

**Letter of Recommendation:** Provide one letter of recommendation from a current or former professor or employer in a sealed envelope. Indicate in this application if the letter is included or will be sent separately.

Please return completed application and attachments via email, mail or fax to:

Rhonda L. Baker, CWP, PBC, CEO and Lead Planner  
rhonda@preciselyasplanned.com  
Precisely as Planned  
5139 Sharp Street, Dallas, TX 75247  
c. 817.937.6066 o. 214.785.8007/682.233.2165