The Commonwealth of Pennsylvania offers opportunities for undergraduate and graduate students looking to gain on-the-job experience in the field of information technology. These internships offer students the opportunity to learn and advance their skills through project support and mentoring within the assigned agency.

Interns will enjoy a professional work environment while gaining "hands-on" experience in their field. You will work alongside skilled professionals and have the opportunity to build business relationships that will help you network.

In addition to gaining school credit, an internship can enhance your resume, which may open the door to an exciting career!

The following are common characteristics of a commonwealth internship:

- occurs during the summer, fall, or spring semester
- is part-time
- is for academic credit
- provides an on-site supervisor/mentor
- promotes academic, career and personal development

The semester long internship will be arranged to accommodate students' schedules. The number of interns accepted varies annually based upon programmatic needs and student interest.

To apply for an information technology internship with the Commonwealth of Pennsylvania, the following information is required.

1. A completed application form (enclosed).
2. A cover letter indicating your area of interest
3. A current resume

Applications will be reviewed by the Office of Administration's enterprise recruiter. Interns accepted into the program will be notified by telephone/email to begin the interview process with the sponsoring agency.

In order to be considered for an internship, students must be enrolled in an information technology or related major in an accredited two-year or four-year college which has agreed to participate in the program.

Completed applications should be mailed or scanned and emailed to:

Paul Sienkiewicz
311 Finance Building
Harrisburg, PA 17120
ph: 717.214.0047 fax: 717.787.4523
psienkiewi@pa.gov

The interview is a great opportunity for both the student and the agency to get to know each other.

The following five tips will help to ensure a successful interview.

Be prepared:
- Review your resume and be prepared to discuss your achievements and strengths. It's helpful to think about how you'd like to communicate certain points but avoid over-rehearsing, as it may come across as impersonal.

Be energetic and enthusiastic:
- Talk openly about your achievements and goals.
- Everyone has talent. We want to know what your talent is so that we can attempt to place you in an environment that you like and in a position that fits your talent and allows you to develop it further. Therefore, take some time to think about yourself and your abilities before the interview.

Be yourself:
- Try to relax and remember that we are interested in the real you.
- It's perfectly normal to be nervous. Don't be afraid to ask for clarification if you need it; it's better to ask for additional information than to pretend to know something you don't.

Be professional:
- Take pride in your presentation. We will be looking for professionalism in how you dress, how you speak and what you tell us about yourself.

Be punctual:
- Arrive at least ten minutes early – it's a good idea to do a trial run to the interview site prior to your scheduled interview to ensure that you are comfortable with the directions and parking.

Personal Information

Full Name:			
Home Address:	**Last**	**First**	**M.I.**
	Street Address		**Unit #**
	City	**State**	**Zip**
Home Phone: ( )		**Cell Phone: ( )**	
Email Address:			

School Information

School Name:					
Major:					
Minor: (if applicable)					
Expected Graduation: (month/year)		**Credits completed to date:**		**Applying for Term:** (please circle)	**Yr 20____ Fall Spring Summer**
Faculty Supervisor: (name/title)			**Contact #: ( )**		

Internship Interests

Term Availability:	**Internship Course Enrolled in:**		**Semester Start Date:**	**Semester End Date:**	
Work Availability: Days/Times: (insert hrs available)	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Areas of Interest	**Indicate the top two areas of interest you would like to be considered for.**				
	____ Environmental **____ General Government Operations** **____ Health and Human Services** **____ Public Safety**				

DOMAIN	SKILL SET	Currently Possess Skill Set? (Y/N)	Interested in Learning? (Y/N)
Application Design	Business Process Modeling		
	Application Architecture		
Coding Languages	ASP		
	ASP.net		
	C#.net		
	C++		
	CICS		
	COBOL		
	Java		
	Power Builder		
	SAP/ABAP		
	SAS		
	Shell Scripting		
	SQL		
	PL/SQL		
	VB/VB.Net		
	XML		
COTS/Middleware/Etc.	Doc Mgmt/Imaging		
	MQ Series		
	Web Methods Software		
	Web Services		
	Software AG		
	Eclipse		
	GIS		
	GPS		
	IVR		
	Aqualogic		
	Sharepoint		
	Dynamics		
Database	DB2		
	My SQL		
	Oracle 9i +		
	SAP		
	SQL Server 2000 +		
	Sybase		
Data Modeling Tools	Entity Relationship Diagramming		
	ERWin		
Data Warehousing Tools	Data Warehousing		
	ETL Tools		
Desktop	Desktop Support		
	Personal Electronic Device Support		

Network	TCP/IP		
	MPLS		
	Network Device Mgmt		
	SNMP/Monitoring Products		
	Ethernet		
	VPN		
	Fiber Optics		
	Wireless		
Platform/OS	LINUX		
	UNIX		
	Windows Operating System		
Reporting Tools	Cognos		
	Crystal Reports		
	Business Objects		
Security	Firewall Support		
	Identity Access Mgmt		
	Intrusion Detection & Prevention		
	Provisioning		
	Surf Control		
	Proxy Server		
Server	Antivirus – EPO		
	Back-up Mgmt Systems		
	Exchange Server		
	Remedy		
	Server Mgmt Tools		
	SMS/SCCM		
	Terminal Services		
	VMWare		
	Web Server Administration		
	Windows Server Administration		
Server Storage	SAN/NAS		
Video	Video Conferencing		
Voice	IVR		
	Telecommunications		
	VoIP		

Please feel free to use the space below to highlight any other skills that are not mentioned above.

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