

**“ACADEMIC  
CREDIT CHECK”  
HERE**

**“RESUME”  
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Signature of Student: Jane Doe

Printed Name: Jane Doe

Date: 4/1/18

Address or other Contact Information: 123 Maple S  
Auburn, AL 36830  
212-555-5555

Notes: The student and the individual responsible for the project in question should retain signed copies of this document for their records.

## Merchandising Internship Search Report

Your name Jane Doe

Date 4/1/18

email jad0016@aburn.edu & cell phone # 212-555-5555

Your area of interest (selling, buying, management, creative, other).

Buying & Merchandising

Type of firm you prefer to work for e.g., specialty store, department store, mass merchandiser, wholesale/showroom, designer showroom, allied industry ( magazine, advertising, etc.)

Department Store, Vertical Retailer

### 3 Internship Interviews: Include the following for each of the three required interviews.

1. Firm name, location, & brief description (e.g., retail store, online retailer, wholesaler)
2. Date and location of interview (if different from firm location – listed above)
3. Name, title &/or position, email, & phone # of the person you interviewed with.
4. Outcome of interview (e.g., offered an internship, accepted internship, promise to respond later, no response, and follow up date - if applicable).
5. Your thoughts about interview (love it & want to accept, don't want to work there, will keep as a back-up, etc.)

#### INTERVIEW 1

1 Firm name/ info

2 Date/location

3 Interviewer/info

4 Outcome

5 Your thoughts

"FILL IN"

## **INTERVIEW 2**

1 Firm name/ info

2 Date/location

3 Interviewer/info

4 Outcome

5 Your thoughts

## **INTERVIEW 3**

1 Firm name/ info

2 Date/location

3 Interviewer/info

4 Outcome

5 Your thoughts

"FILL IN"