



## Town Fletcher Management Internship Application

**Overview:** The Town of Fletcher Management Internship offers the opportunity to learn the complexities of municipal government and contribute to the management of projects important to the operation and growth of the City. The internship is an in-person, hands-on experience in which the intern is assigned to specific projects but is also provided a broad exposure to Town departments and operations. The projects, assigned based on intern's interests and organization needs, will require independent work and may require significant research in terms of industry standards and practices of other cities. The intern will summarize their project work and intern experience in a presentation given to upper management at the end of the internship period. The internship will be paid, may be completed for course credit, and may consist of up to 400 contact hours generally in the May-August timeframe.

**How to Apply:** Interested applicants are required to submit the following:

- Town of Fletcher Management Internship Application
- Cover letter explaining areas of professional interest, planned career path, and how experience as a Town of Fletcher Management Intern fits into your career
- Identification of your strengths and weaknesses in a professional context
- Explanation of why you chose the Town of Fletcher for your internship
- Resume and two references

**Dates:** Interested applicants are encouraged to apply beginning March 1-April 15, 2024.

Submissions are accepted by mail, personal delivery, email, or fax.

Heather Taylor  
Assistant Town Manager  
Attn: Management Internship Program

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300 Old Cane Creek Road, Fletcher NC 28732

Management Interns are chosen on a competitive basis. Women and minorities are encouraged to apply. Applications and supplemental materials will be reviewed following the application deadline, and qualified applicants will be selected to interview for the position.

## Town of Fletcher Management Internship Application

Please type or print clearly and submit with other application materials.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Dates Available: \_\_\_\_\_ Hours Available: \_\_\_\_\_

Current Institution Attending: \_\_\_\_\_

Anticipated Graduation: \_\_\_\_\_ Graduate degree: \_\_\_\_\_

Other Institutions Attended and Degrees: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relevant Skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific Areas of Interest: \_\_\_\_\_

\_\_\_\_\_

### **References:**

Name/Organization: \_\_\_\_\_

Job Title: \_\_\_\_\_

Telephone Number/Email: \_\_\_\_\_

Name/Organization: \_\_\_\_\_

Job Title: \_\_\_\_\_

Telephone Number/Email: \_\_\_\_\_