



## The Valentine Richmond History Center INTERNSHIP APPLICATION

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*Complete and return with your resume and cover letter to the  
Valentine Richmond History Center  
1015 East Clay Street, Richmond, Virginia 23219  
If you have any questions, please contact the Assistant Director of Education, 649-0711, ext.317 or  
[intern@richmondhistorycenter.com](mailto:intern@richmondhistorycenter.com) Monday through Friday, 8:30 a.m. - 5:00 p.m.*

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**Please Type or Print.**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

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

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

Phone: (H) \_\_\_\_\_ Phone (W) \_\_\_\_\_

E-mail: \_\_\_\_\_

Birthdate: \_\_\_\_\_ School: \_\_\_\_\_ G. P. A. \_\_\_\_\_

Year: \_\_\_\_\_ (HS \_\_\_ UG \_\_\_ Grad \_\_\_) Planned Graduation Date: \_\_\_\_\_ Major: \_\_\_\_\_

**Internships may be available in the following departments: Archives/Photograph Collection, General Collections, Registrar's Office, Public Programs and Education, Public Relations and Marketing, Development and Finance. Please list your top three choices for internship placement and describe your reasons for choosing those departments.**

Choice A: \_\_\_\_\_

Choice B: \_\_\_\_\_

Choice C: \_\_\_\_\_

I would like to complete my internship during the \_\_\_\_\_ semester.

Total Hours Required: \_\_\_\_\_ Total Credit Hours: \_\_\_\_\_

*I would like to offer my time as a volunteer staff member of the Valentine Richmond History Center. I understand that this is an inquiry and that placement is subject to personal interview, attendance at orientation and a mutual agreement in regard to placement.*

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Signature