

**City of Greenville**  
**City Manager's Office**  
**Management Intern Program**

**Overview:** An internship with the City of Greenville 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 City Manager's Office Management Internship may be a paid or unpaid internship, may be completed for course credit, and may consist of up to 400 contact hours generally in the May-August timeframe.

**Program Purpose:** The Internship's purpose is to give graduate students with an expressed interest in local government management the chance to explore the field in a work setting. This program allows interns to take what they have learned about public service, management, and research in the classroom, and apply those lessons to significant City projects in order to further prepare for a career in the public sector.

The City of Greenville benefits from the projects completed by the Management Intern, while the Management Intern benefits from the knowledge and guidance of experienced local government staff.

**How to Apply:** Applicants are required to submit the following:

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

**All materials must be received by the City Manager's Office by February 28, 2021.**

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

City of Greenville  
City Manager's Office  
Attn: Management Internship Program  
PO Box 7207  
Greenville, NC 27835  
Phone: 252-329-4432  
Fax: 252-329-4435  
Email: [draynor@greenvillenc.gov](mailto:draynor@greenvillenc.gov)

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

## City Manager's Office Internship Application

Please type or print clearly, and mail or fax with other application materials.

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

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

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

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

Type of Internship You Are Seeking (check all that apply): \_\_\_ Paid \_\_\_ Unpaid \_\_\_ For Course Credit

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

Current institution attending \_\_\_\_\_

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

Other institutions attended and degrees \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relevant skills (include computer experience) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific areas of interest: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **References:**

Name \_\_\_\_\_ Organization \_\_\_\_\_

Position \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Organization \_\_\_\_\_

Position \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_