EMPLOYMENT INTERNSHIP REQUEST

We would be interested in participating in the NIU Finance Internship Program. We understand that our firm is not obligated to accept any students that may contact us for an internship.

Number of interns you would consider hiring: _______________________________________________

Name of firm: _________________________________________________________________________

Business address: ______________________________________________________________________

_____________________________________________________________________________________

Brief Description of your company/firm: ___________________________________________________

_____________________________________________________________________________________

Job location (city/state): __________________________________________________________________

Brief description of duties involved:

Candidate requirements (i.e. minimum GPA, junior/senior standing, Excel skills): ______________

_____________________________________________________________________________________

Full-time or part-time (hours per week): ____________________________________________________

Proposed dates or period of employment: ___________________________________________________

Rate of pay: __________________________________________________________________________

Name of supervisor: ____________________________________________________________________

Title of supervisor: _____________________________________________________________________

Telephone: (______)_____________________ Fax: (______)_____________________________

E-mail address: ________________________________________________________________

Company website: _____________________________________________________________________

Please return to: Christy Cunningham
Academic Advisor & Internship Coordinator
Department of Finance * Northern Illinois University * DeKalb, IL 60115
815-753-1114 (phone) * 815-753-0504 (fax) * ccunningham@niu.edu.