



ATLANTA BOTANICAL GARDEN

HELPFUL TIPS FOR A SUCCESSFUL APPLICATION

SUMMER HIGH SCHOOL INTERNSHIP

Here are some tips and suggestions to help you highlight traits and skills that make you a good fit for the **Summer High School Internship** program at the Atlanta Botanical Garden:



Tell us about yourself. The most successful applicants show some sort of interest in plants and nature. They also share how they are involved with their school and community, even if it isn't directly related to plants.



Be honest. Tell the truth about your interest, involvement, and accomplishments. Fill out the application for yourself instead of having an adult do it on your behalf.



Use grammatically correct sentences. Practice using professional language and proper grammar, spelling, and punctuation.



Confirm that an adult recommendation form has been filled out on your behalf. Reach out to a teacher, mentor, boss, or other non-relative adult who knows you well and can verify your fit for the program. Ask someone several weeks before the deadline to complete the form, and check back in with them before the deadline to confirm its submission.



Check your work. If your email or phone number is documented incorrectly, we have no way of getting in contact with you. Take a moment to review your submission to ensure that there are no errors.



Have your answers prepared before you plan to submit. This application does not allow you to save your work midway through. Be prepared to fill out contact information regarding yourself and your guardians, basic information about where you go to school and answer several short questions. By answering these basic questions on a separate document, you can copy and paste them into the application and not lose your answers if the application fails to submit. It also allows you to share your answers with another person who can offer suggestions for improvement before your final submission.



ATLANTA BOTANICAL GARDEN

HELPFUL TIPS FOR A SUCCESSFUL APPLICATION

SUMMER HIGH SCHOOL INTERNSHIP

Review the following questions, then submit answers on the official application!

- Have you received two doses of Moderna or Pfizer, or one dose of J&J, to be fully vaccinated against COVID-19?
- Does your high school have Title I status?
- Are you available to work 18 hours per week for seven weeks on Tuesdays through Thursdays from Tuesday, June 6 through Thursday, July 20, 2023 from 9 a.m.-3 p.m.?
- Can you perform the essential functions of the High School Intern position (including physical labor in summer heat, working around wildlife and mosquitos) with or without reasonable accommodation?
- Why are you interested in this opportunity and what would you like to get out of it? (1,000 character limit)
- What three adjectives describe you best? Why? (1,000 characters)
- Please describe your current activities and interests at school and in your community. (1,000 characters)
- What nature/science/environmental topic most interests you? Why? (1,000 characters)
- Describe your experience with nature or with plants. Include house plants, gardens, trips, community service, school projects, etc. (1,000 characters)

If you have specific questions about the application or the application process, please reach out to Lorin Boren at lboren@atlantabg.org.

Ready to apply after carefully reading this document? **Apply now!**