

## High School Internship Program Application

**Name:**

**School:**

**Graduation Year:**

**Career Area of Interest:**

### APPLICATION & INTERVIEW PROCESS

Thank you for your interest in becoming our next high school intern at Design Collaborative! Please fill out the questions above and below and **return both this application and your resume by Friday, April 4 to Rebecca Martin at [rmartin@designcollaborative.com](mailto:rmartin@designcollaborative.com)**. You will be contacted by Thursday, April 10 letting you know if we intend to move forward with an interview.

Interviews for selected candidates will be conducted during the week of April 14-18. We ask that students put together a 5-7 minute “presentation” in any format they like (Powerpoint, Prezi, etc.). We want the presentation to answer, “Why Me? And Why DC?” so we get to learn more about who you are and why you want to work with us. We encourage everyone to be creative.

If you want more room to answer the following application questions, feel free to attach an additional document with your application responses. For more information about the internship program see the “2025-2026 DC HS Internship Program Summary” attachment.

### APPLICATION QUESTIONS

**What makes you interested in architecture, mechanical engineering, electrical engineering, interior design, or marketing / graphic design?**

**Why are you interested in interning with Design Collaborative?**

**What classes in school have been your favorite so far, and why?**

**Do you have any exposure or experience with any design software (Adobe Photoshop, Illustrator, InDesign, Revit, Sketchup, etc.)?**

**What kind of experiences and responsibilities have you had at your current or past jobs (if applicable)?**

**What is your availability during the 2025/2026 school year for an internship?**

- Fall or Spring semester, or either?
- Mornings (8-12ish) or afternoons (1ish-5), or either?
- Do you have any conflicts (sports practices, club meetings, etc.) that would change your availability above?

**Would you have a car available during the time of your internship, for running errands or other tasks during working hours? Your mileage would be reimbursed.**

**Please list all your available days & time slots for an interview at our office during the week of April 14-18. Our office hours are 8am-5pm, and assume an interview would take about 20-30 minutes.**