Recipient

Recipient Address

Recipient Address 2

Date

Choose City Tech Internship Program for Knowledge and Eager Interns!!!

Cuny- New York City College of Technology prides itself on being a leader in applied educational practice. All of our degree programs provide “high impact learning practices” for students, which includes the internship. Each degree program at City Tech offers a wide range of internship opportunities for qualified students so that they develop on-site skills and relationships to boost their competiveness on the open job market. We encourage you to be part of our Paralegal Studies & Law internship program and provide our City Tech students the knowledge they need to jumpstart their career.

By choosing City Tech Internship Program you will be providing our aspiring paralegals and lawyers with the knowledge and experience they need. Our junior level students are highly motivated and eager to learn what it takes to be successful lawyers and paralegals. Our Paralegal Studies & Law department instructors are lawyers and retired judges who provide them with sufficient academic knowledge in all fields of the law. Our students have experience with drafting litigation forms in Family Law, Estates, Trusts, Wills, Civil Law, and Criminal Law.

Basic Requirements of the City Tech Internship Program:

* Four courses in area of internship with grades of “B” or better
* 100 hours minimum in the workplace
* Must involve substantive work supervised by a qualified work place mentor
* Mentors must provide a short weekly evaluation for each intern

Our internship opportunities staff ensures that all hopeful interns are thoroughly briefed on what is needed and expected of them in the workplace. We also provide our students with mandatory workshops necessary for their internships. City Tech provides our students with the academic knowledge needed for their careers but they will not be fully prepared for the job market without the internship experience that you can provide them with.

We thank you for your consideration of our internship program and we hope you choose our City Tech Internship Program for future interns you may need. For any additional information or concerns please don’t hesitate to call me at (718) 675-2788

Sincerely,

Dr. Pla Y. Doh

Director of Internship Opportunities

(718) 675-2788