

**Vets2PM DoD SkillBridge Program**

**Internship Outline**

Thank you for working with Vets2PM for DoD SkillBridge Interns. Please complete this form for each internship you would like us to identify candidates for. Return the completed form to Cathy Miclat at cathy@vets2pm.com. We look forward to working with you!

|  |  |
| --- | --- |
| Your Company Name: |  |
| Contact person (who should we send resumes to for review?) email and phone: |  |
| Internship Title: |  |
| How many Interns would you like to bring on for this internship? |  |
| Are you also interested in direct hire candidates? |  |
| What would be the estimated salary range be if you were to offer a position at the end of the internship (we will not discuss salary with interns)?(Our intake form asks for salary range, so we have an estimate of what the intern is targeting.)  |  |
| Location (on site or Remote), please include full location address if on site: |  |
| Please list track for Certification Training (Project Management, IT/Cyber, HR, GM) or ‘Other.’(\**Certification tracks include training and exam fee. We ask our host partners to absorb this cost at $2,100 per intern*. *Thank you*.) |  |
| ‘Other’ above indicates that there is no Certification Training, and this is an Admin Only internship.(\**Administration Only fee of $997 covers the cost of the services we provide to the intern and of administering the program with the DoD. Thank you*.) |  |
| Provide an overview of the Internship: |  |
| What will the intern learn in this Internship? |  |
| What are the requirements (education, knowledge base, experience, certification, etc.)? |  |
| Ideally, when would you like this intern to begin the internship (we will do our best to accommodate): |  |
| Please add any questions or notes you would like for us to consider when choosing an intern for you to review and interview: |  |
| Job Description (if you have one) | Please send a job description to Vets2PM when you submit this form to Cathy@Vets2PM.com. |