

CAPE Workshops Participation Verification Form

SUNY Buffalo State University
Business Department Internship Program (BUS 488)
Professor Lynne M. Scalia, Internship Coordinator
1300 Elmwood Avenue – Chase Hall 335, Buffalo, NY 14222
(716) 878-5322
scaliaalm@buffalostate.edu

Form #2

Complete and forward this form to Professor L. Scalia with the balance of your application materials.

Date:

Intern Name:
LAST NAME FIRST NAME MIDDLE INITIAL

Banner #: Semester/Year Requesting Internship Credit:

Before acceptance to the Business Department Internship Program, you must complete Career & Professional Workshops: Resume and Cover Letter Writing and Interviewing Techniques and a critique session. After you have participated in these workshops, request a CAPE staff member to complete this form verifying your attendance. Participation in these workshops is required **before** acceptance into the program.

Resume Writing & Cover Letter Workshop

DATE

CAPE STAFF MEMBER SIGNATURE

Interviewing Technique Workshop

DATE

CAPE STAFF MEMBER SIGNATURE

Resume and Cover Letter was critiqued by CAPE Staff Member (Attach the critiqued and revised copy of your resume and cover letter to this sheet.)

DATE

CAPE STAFF MEMBER SIGNATURE