



INTERNSHIP INFORMATION & APPLICATION

Instructions and Eligibility Requirements

Interns at TV One receive hands-on education and training in the planning, coordination, and execution of a cable television network. Participants learn the day-to-day operations of programming, marketing, sales, finance, legal, human resources, network operations or production. Our interns have a passion for the broadcast industry and are committed to their career development.

To be eligible for the TV One Internship Program, candidates must meet all of the following requirements:

- Age 18 or older
- Active full-time or part-time student at a college or university
- Receive college or university credit for internship program participation
- Minimum 2.5 GPA or higher
- Participation in full length of internship program (10-12 weeks)

Application Packet

Internship candidates must submit the following for consideration:

- Internship Application form
- Well written one-page typed essay illustrating why you want to join the internship program, your career goals and what you expect to gain from the internship
- Official transcript
- Letter (original) from your school verifying your ability to receive academic credit upon completion of the internship—must be printed on official school letterhead
- Two (2) letters of recommendation (originals)
- Current resume

Mail to:

TV One
Human Resources Department
Attn: Internship Coordinator
1010 Wayne Ave.
Suite 1000
Silver Spring, MD 20910

~Incomplete applications will not be considered~



Internship Application Form

Area of Internship Interest(s):

(Select a minimum of two areas of interest)

- Programming (Silver Spring, MD) Production (Silver Spring, MD) Marketing & Creative Services (Silver Spring, MD) Ad Sales & Marketing (◇Chicago, IL◇New York, NY)
- Digital Media (Silver Spring, MD) Finance (Silver Spring, MD) Legal (Silver Spring, MD) Human Resources (Silver Spring, MD)
- Network Operations (Silver Spring, MD) Affiliate Sales & Marketing (Silver Spring, MD)

Name: _____
Last First Middle Initial

Social Security Number: _____ - _____ - _____ Birth Date: ____/____/____

Address (street, city, state, zip): _____

Phone Number: (____) _____ - _____ Email: _____

School/University: _____ Expected Graduation Year: _____

Undergraduate Academic Level: Sophomore Junior Senior

Academic Major: _____ GPA: _____
(If Applicable)

Applicant Signature: _____ Date: _____

Application Checklist: _____ Resume _____ Application _____ Essay _____ recommendations
_____ School/University Documentation

For priority consideration, the *COMPLETE* application must be postmarked by the appropriate deadline.