

Job Placement

I am interested in job placement: Yes** No

References

Please provide two professional references. Do not list friends or relatives.

1. Name _____ Phone Number _____ Email _____
Address _____
City _____ State _____ Zip _____
Relationship _____
How long have you known this reference? _____

2. Name _____ Phone Number _____ Email _____
Address _____
City _____ State _____ Zip _____
Relationship _____
How long have you known this reference? _____

Attachments

Please submit the

following materials as part of your application package:

Personal Statement: Please write a cover letter stating:

1. Why you are interested in an internship at Paragon Events and why you think you are the best candidate for the position.
2. Projects and activities at Paragon Events that interest you (feel free to consult our website.)
3. How an internship at Paragon Events would relate to your academic and career goals.
4. A brief description of what you have to offer – special skills, interests, education or training.

Resume: Attach a resume in which you list relevant coursework, employment history, and other relevant experience.

Writing Sample: Please provide a recent 1-3 page writing sample.

Letter of Recommendation: Provide one letter of recommendation from a current or former professor or employer. You may wish to contact Francesca Radabaugh, Internship Coordinator for Paragon Events, via email regarding internship openings before proceeding with this step to assure that all positions have not already been filled.

Please return completed application and attachments via email (preferred method) or mail to:

Francesca Radabaugh, Intern Program Coordinator & Event Manager

352 NE 3rd Ave. Delray Beach FL, 33444

FrancescaR@paragon-group.com

www.Paragon-Events.com

Please note that Paragon Events is not able to provide housing for interns.

**Note: Paid internships are only offered on a very limited basis. Unpaid or for School Credit are preferred.*

***Although Paragon Events boasts a 90% job placement rate, this does not guarantee that you will be placed in a position upon completion of your internship.*

Paragon Events Inc. Intern Program Coordinator FrancescaR@paragon-group.com

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