

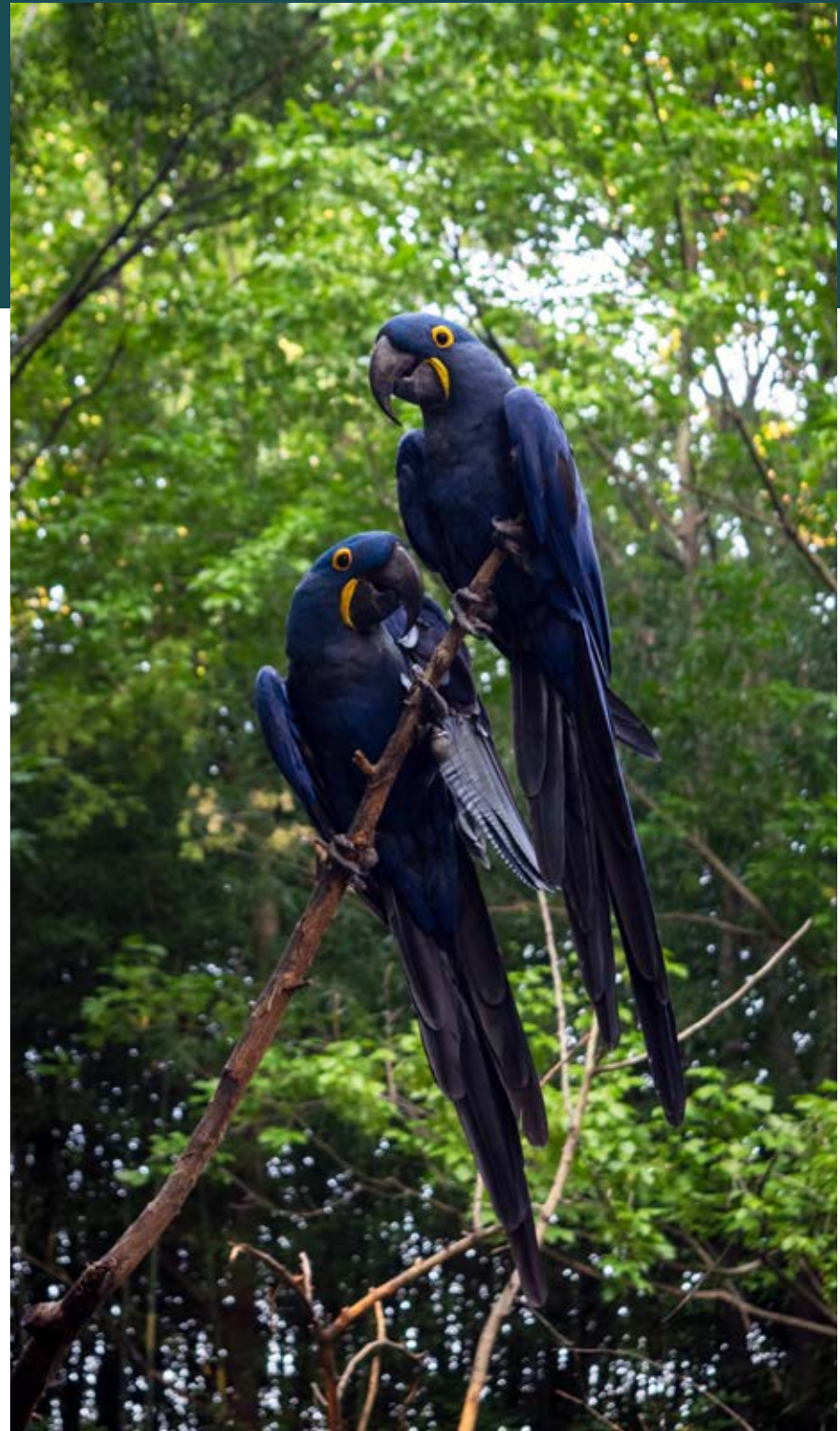
APPLICATION GUIDE

PAID INTERNSHIP PROGRAM

Nashville Zoo welcomes a small group of interns to work alongside industry professionals for a 12-week paid internship program each semester.

Internship Overview

- 12-week program, working 30-40 hours per week
- \$12.50/hour + living expense stipend or housing provided
- Applicants should:
 - Be college-aged or recent college graduates
 - Currently reside in the United States (we are not able to accept international students at this time)
- In addition to daily responsibilities, interns are expected to attend training sessions and complete special projects during their term





Application Process

Our paid internship program is very competitive, we receive hundreds of applications and are only able to accept about 12 interns per semester.

The strongest candidates submit:

- Résumé listing any relevant experience, jobs or education
- Two letters of recommendation from a professor, supervisor, community leader or another mentor
- Cover letter conveying your interest in the position



The application timeline for each semester differs, but, in general, here's how it works:

- Prior to application deadline - Prospective interns submit applications
- 1-2 weeks after application deadline - Supervisors review applications and contact candidates for interviews
- 1 month after application deadline - All candidates will be notified on whether they have received an internship

Check the job description of the internship to which you're applying for the application deadline.

Complete Your Application

- The application is most easily filled out on a laptop or desktop computer
- Go to www.nashvillezoo.org/intern and click “View Opportunities & Apply” to open the Zoo’s job and internship posting board
- Find the opportunity you’re most interested in
 - Tip: Use Filters to find internships quickly
- After you click “Apply,” you’ll be taken to the full application for the position you’re interested in
 - Tip: Use the “Upload Cover Letter” slot to upload both your cover letter and letter(s) of recommendation

Animal Care Internship

1. Upload Resume/Personal Information 2. Questions 3. Voluntary Self-ID 1 4. Voluntary Self-ID 2 5. Review and Sign

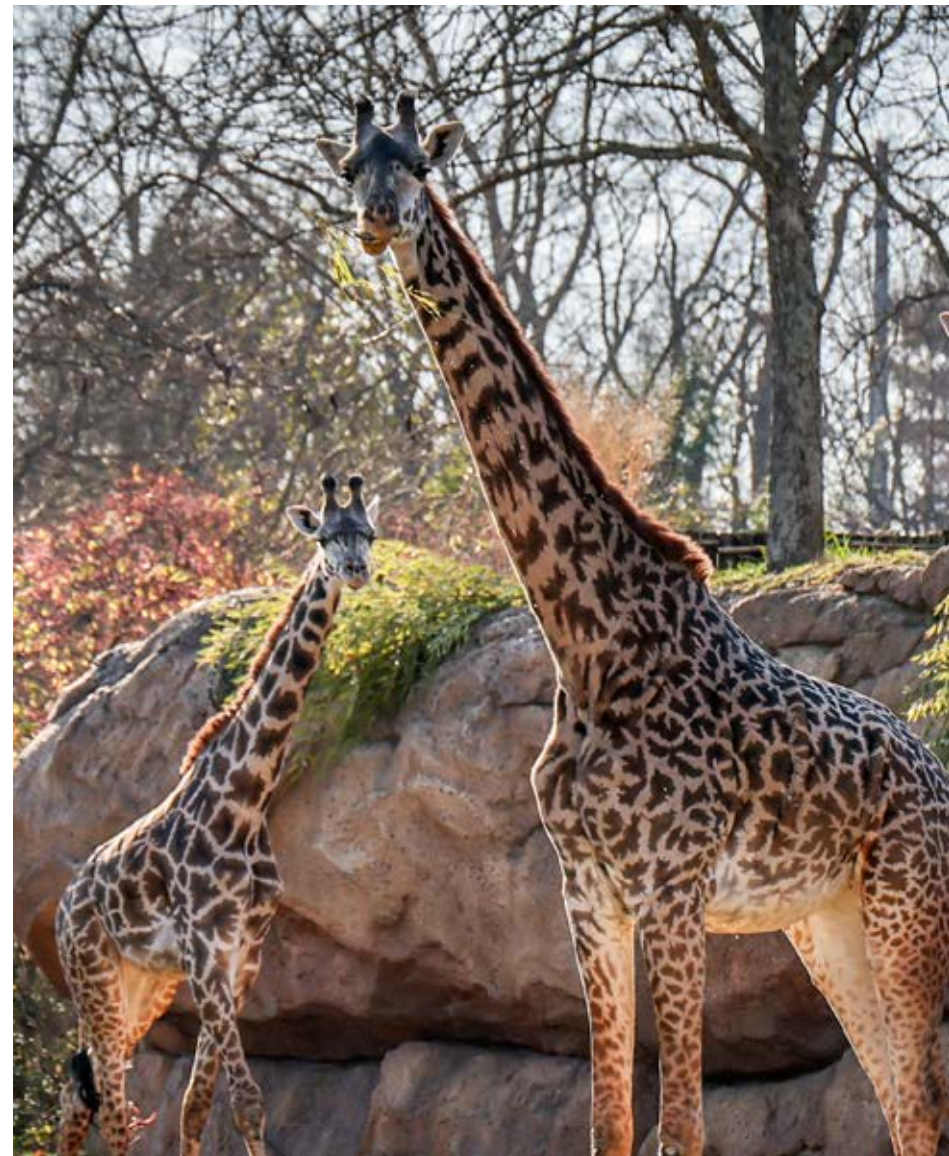
Upload Resume

* Indicates Required Field

📎 UPLOAD RESUME 📎 UPLOAD COVER LETTER

Personal Information

Legal First Name*	Legal Middle Name*	Legal Last Name*	Legal Suffix	Primary Phone Number*	Primary Phone Type Cell ▼
<input type="checkbox"/> I do not have a middle name.				Secondary Phone Number	Secondary Phone Type Cell ▼
Country UNITED STATES ▼				Email Address	
Address				Referral Source	▼
City*	State* ▼	Zip Code*	Referral Name		



Remember: the strongest candidates submit:

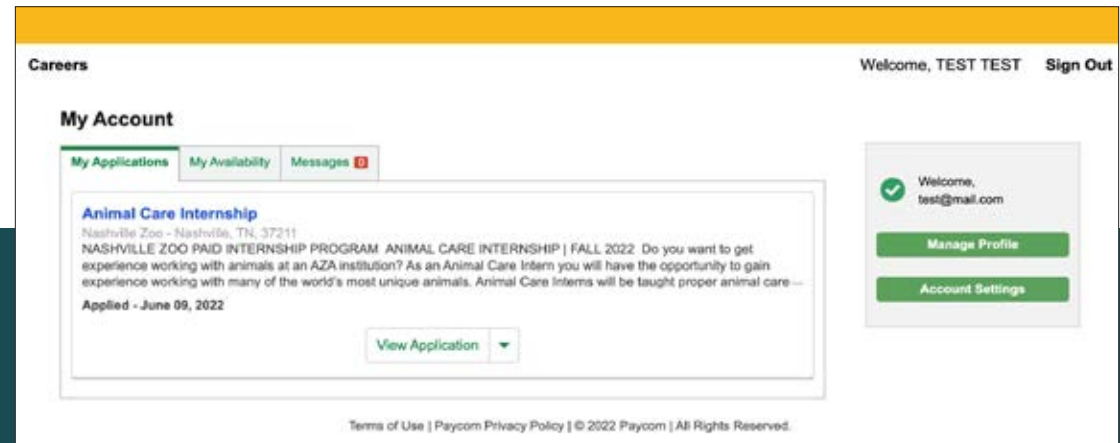
- Résumé listing any relevant experience, jobs and education
- Two letters of recommendation from a professor, supervisor, community leader or another mentor
- Cover letter conveying your interest in the position



Submitting Additional Documentation

If you're not able to complete your application in one sitting or if you want to add more documents after you've already submitted your application, you can do so up until the application deadline.

- To submit additional documentation, login in to our application system via the confirmation email you received or by going to [our job board](#) and signing in.
- Once you're logged in, select "Manage Profile." Your candidate profile will load and you'll be able to edit your personal information, past education and employers, as well as upload documents.



Next Steps

- Once the application period closes, Zoo staff will begin reviewing applications and reaching out to candidates for interviews.
- Applications are NOT reviewed prior to the application deadline. Use that time to strengthen your application.
- Please do not reach out to the Zoo regarding the status of your application. You will receive a notification within a few weeks of the application period closing on whether you will be moving forward in the application process.

Questions? Contact intern@nashvillezoo.org

