



Internship FAQ

What do interns do?

Interns act as peer mentors in the competition, meaning they meet with the teams who are competing on a regular basis and guide them as they work on their projects. These meetings are held virtually on a weekly or bi-weekly basis. The interns are a great resource to the student teams, being able to answer questions about coding, app design, and project management.

In addition to meeting with teams, interns do other work such as marketing and outreach, researching and creating resource guides, and budgeting and planning for our final event. Many of our interns have interests in graphic design, video editing, writing, event planning, and more and are able to practice those skills in various ways throughout the internship.

Is this position remote?

This position is considered hybrid but is 90% remote. Most day-to-day functions of the internship can be done virtually (i.e., meeting with teams and other interns, creating marketing materials and competition resources, coordinating and planning for events, etc.) However, this internship does have at least two in-person events (both in the spring).

First is our middle school career exploration event, called Learn at Lenovo, and the second is our Final Pitch Competition, the live event at the culmination of Ready, Set, App! There is potential for other in-person events to be added, and dates for all events will always be given well in advance to the interns. Most of our events are on school days, and so excused absence letters will also be given out.

How long is the internship?

This internship runs throughout the school year, beginning in November and ending in late April. Time off will be given for winter and spring breaks in accordance with school calendars, and for state holidays.

What is the work schedule for interns?

This internship offers a lot of flexibility with scheduling, and interns are in charge of their own schedules. Since a big part of the internship is meeting with teams, it is up to the intern and their teams to find a time that works for both parties. Most of the time that means meeting after school, but sometimes it can be later in the evenings after other after-school activities or on the weekends.

In regard to other intern work, it is again up to the intern to find time in their schedule to complete tasks before any deadlines. Scheduled events like virtual workshops or intern meetings will be communicated and should be worked into the intern's schedule. Working every day is not a requirement, but interns should expect to be working about 10 hours/week.

How many interns are you hiring?

Our team will have approximately 7 interns.

How much does the internship pay?

Interns are paid \$100/week and receive paychecks on a bi-weekly basis.

What technical experience do I need?

Since there are many platforms and coding languages, there is no set criteria for technical skills interns must have. To give you an idea of the platforms our interns are most familiar with, you can check out [this playlist](#) on YouTube. These six app building platforms are the ones we suggest to teams entering the competition, though they are free to choose outside of this list. Most of our interns have experience in one or more of these platforms, or general coding experience that can be transferrable to app building. Having some experience, the ability to research, and discipline to self-teach is enough for interns to be successful in helping teams when they have technical questions.

How do I make a resume?

As high school students, it's expected that you won't have an extensive work history, but that doesn't mean you can't still make a great resume. In lieu of work experience, you'll want to list out things like your extra curriculums, volunteer work, and other accomplishments (i.e., clubs, sports, camps, awards won, etc.). It's also good to note any leadership positions you've held. Lastly, be sure to add any relevant courses you've taken and credentials or certifications you've earned.

There are plenty of resume guides and resources available online. Here are a few to get you started:

[Creating a Resume from Duke University](#)

[Verbs to Highlight Your Accomplishments on your Resume](#)

Who can write my recommendation letter?

Recommendation letters can be written by any adult who can speak to your character and work ethic. For example, an employer, teacher, coach, advisor, or community/church leader. Letters cannot be written by family members. Please contact your recommenders early, at least two-weeks' notice is preferred.