

## Applying for an internship in *Learning in Action*

### Log into Learning in Action

1. On your web browser, visit the [Learning in Action](#) web portal.
2. Using the menu bar at the top of the webpage, click on **Students** (or click this [link](#)).
3. Use your STU credentials to log in.

### Enroll in the internship program

1. You must attend or complete a [Resume & Cover Letter workshop](#) prior to gaining access to the internship program. To sign up for a workshop, submit the following [form](#).
2. Using the lefthand menu bar, navigate to **Job & Internship Boards > Internship Program > Internship Program**. From here, click on the **View** button under the **Courses / Programs** section.
3. On the **Available Programs/Courses** page, click on the **Apply** button under the term that you wish to apply for.
4. Click **Yes** on the popup that appears.

### Apply to an internship opportunity

1. Click the **View** button on the internship posting that you wish to apply to.
2. Scroll to the bottom of the internship posting's page and click the **Apply** button.
3. Under the **Apply/Applied With** field, click on the **Create a new application package** link. This will prompt you to provide cover letter and resume documents. You can select documents that you have previously uploaded, or upload new ones.
  - In the **Name** field of uploaded documents, it is recommended to include your name, the type of document, the name of the position you are applying for, and the name of the internship site in the title of your documents (e.g. *John Smith - Resume - Sustainability Intern - Sunshine Farms*). This will help you to keep track of your documents in the case that you are applying to multiple positions, and will make it simpler for employers to process your application package.
4. Once your documents are ready, fill out the **Package Name** field (using a naming convention such as *John Smith - Sustainability Intern - Sunshine Farms*) and select the appropriate documents from their respective dropdown lists.
5. Click the **Apply** button.