



Frequently Asked Questions

Where can I find a TLM application?

Applications are available on our website under the "Teen Information" section. They are also available at many area high schools and at our office. Contact your career counselor for more information. Applications are available at the end of January and are due in March.

Who should apply to be a TLM intern?

High school students aged 15-19 who are active leaders, hardworking, dependable and interested in community service. Must be 15 by June 1 and graduating seniors can apply.

What is required of a TLM intern?

Each intern will commit to a schedule of either 20 hours or 30 hours per week for a minimum of 5 consecutive weeks during the summer. Each intern must also attend the 4 mandatory program meetings.

How will TLM select its participants?

Each potential intern must fill out an application and include 2 letters of recommendation. If selected for an interview, the candidate must complete an interview with the Selection Committee. Successful candidates will have a complete application submitted on time, a strong interest in community service (although no previous volunteering is required), be punctual, enthusiastic and committed.

Does TLM offer internships during the school year?

No, but we can refer you to places to volunteer during the school year.

How do nonprofit organizations apply for a TLM intern?

TLM is always interested in working with new nonprofit organizations that can develop a clear job description for a teen intern which includes engaging and important work for the organization. Interested nonprofits should download a "Request an Intern" questionnaire from the "Nonprofit Partners" section of our website.

Does TLM offer internships for college students?

No but AmeriCorps have opportunities available to college age students.

Do you have to live in Atlanta area to apply for TLM?

No, but you must be in Greater Atlanta Area for the course of the summer internship program.

Can a selected intern choose their placement?

No. Interns are matched to organizations based on their skills and interest as well as the needs of the non-profit.



Program Requirements

When will the TLM program start?

- TLM is currently accepting applications at this time.
- The final due date for applications is March 23, 2012.
- The TLM Selection Committee conducts interviews in late April/May.
- TLM selects interns mid-May.
- Intern Orientation will be held on *June 2, 2012*.
- Work commences in late June and runs through the summer until the third week of August. (The actual schedule for any particular intern depends on their availability and the placement organization's requirements.)

Who should apply to be a TLM intern?

TLM seeks high school students, ages 15 to 19, who are interested in community service.

What is required of TLM interns?

- Each intern commits to a schedule of 20 or 30hrs/week for 5-8 weeks.
- Each intern attends 4 mandatory program events.
- Each intern participates in a team service project (as a volunteer).
- Each intern aids in evaluation of the TLM program as well as their particular placement.
- Each intern must be committed, dependable and punctual.

How do I apply?

Potential TLM interns must fill out an application and return it before the spring deadline. [Click here to download a copy of the application.](#)

How does TLM select its interns?

Each applicant must:

- Fill out an application and return it to TLM before the March 23, 2012 deadline.
- Have 2 letters of recommendation submitted on his/her behalf before the March 23, 2012 deadline.
- If selected, attend an interview by the TLM Selection Committee.
- Strong weight is given to the letters of recommendation and the interview.)

Why TLM?

- TLM is a more rewarding option for a summer job than is typically available to most teens.
- It gives teenagers a chance to address issues and needs in the community.
- TLM provides leadership opportunities that build upon the activities many students participate in throughout the school year.
- TLM gives students who enjoyed their community service requirement during the school year a chance to continue their service work and further their leadership potential while earning a paycheck during the summer.
- TLM allows students who need to work and seldom have any time to experience "volunteerism" a chance to serve and earn money in the process.
- TLM pays competitive wages for important, interesting and valuable work.
- It is a great "resume builder," giving students work experience as well as exposure to service.



About the Internship

Where will I intern?

Interns work in organizations of all sizes. Some are brand names you may recognize, but many are not. The most important aspect of your internship is the opportunity to gain hands-on experience and learn more about an industry or profession. Smaller or lesser known organizations often make the best internships, especially for high school students. We cannot guarantee placement at a specific company.

When will I find out where I will be interning? Why can't I find out now?

Interns are typically notified of their internship placement within a few weeks of admittance into the program. However, there are some factors that may result in a different notification timetable, including time of year, your industry preferences, and others that are beyond our control.

If I don't like my internship placement, can I request a different company?

No. We make placements in one of your top industry choices, but we cannot place you at a specific company. If accepted into Teens Like Me internship program, you will receive a customized internship placement plan that will outline our placement objectives based on your specific skills, interests, and goals in conjunction with other factors such as the date your application was received and the requirements of our partner firms. Your final internship placement will reflect the specification outlined in your placement plan and is non-negotiable.

What if I don't like my internship? Can I switch to a different internship?

No. In the unlikely event that you are not happy at your internship, we will work with you and your internship supervisor to understand what can be done differently to make the experience a more positive one for you. In our experience, an internship can be incredibly valuable even if, once at your internship, you discover that a particular career path is NOT for you. Learning basic skills like professionalism, workplace etiquette, and how to interact with colleagues will help prepare you for the future, no matter what career path you choose.

Are these internships paid?

Yes. \$10.00/hr (pending funding)

In which industries do you offer internships?

We offer internships in almost every professional industry. Unless you are interested in something totally obscure - like beekeeping - we probably can make a match for you. If you don't see an industry listed, request more information and tell us what you're interested in. The chances are good that we can have an internship in your chosen industry even if it's not explicitly listed.

Certain industries are more competitive than others, for instance, sports management, finance, or journalism, and may require early application, previous work experience, or both. We attempt to place you in one of your top three industry choices, but apply early for the best opportunities.

**What if I don't get the internship I want?**

We try our best to match every one of our students with an internship in their first choice industry. While attempt to a placement in one your selected industries, we typically cannot guarantee placement in your first choice industry. We will have more flexibility with early applicants, so if you have a very specific career interest, we encourage you to apply as early as possible. Please note that we do not guarantee placement with a specific company or companies. If accepted, you will receive a customized internship placement plan that will outline our placement objectives. We will match you with the most appropriate firm for your specific skills, interests, and goals in conjunction with other factors such as the date your application was received and the requirements of our partner firms. Your final internship placement will reflect the specification outlined in your placement plan and is non-negotiable.

What if I don't know what I want to do?

You are not alone. Teens Like Me Internships is a great opportunity to gain perspective on the range of professional opportunities you will have available later in life. You will have a personal Intern Advisor that will help you determine the best internship opportunities for your interests, skills, and goals. We will work with you during the application process to understand what kind of internship might be a good fit for you. Think of Teens Like Me Internships as a way to test-drive a career before you buy. This is your career exploration. In the end, you may learn that the industry you explored is not the right one for you, and that information is every bit as valuable as an internship that confirms your career interests.

Will I have to interview for my internship? Will I interview for my internship in person?

Teens Like Me Internships conducts an admissions interview with every applicant. Most of our internship providers don't require interviews for high school students. However, some employers occasionally request a phone interview before confirming an intern.

What hours will I work?

This can vary from industry to industry, but in general we try to place you in an internship with regular 9 to 5 business hours, with some variation. It is rare for interns to work more than 30 hours per week. However, some of our interns enjoy their internships so much that they stay at the office after the work day has concluded or work a few extra hours on a project.

How will I get to work?

You will need to establish your own means of transportation to and from work.

What is the dress code for my internship?

The dress code varies by industry and company. We will let you know the dress code for your company when we notify you of your internship placement.



Application Process

Will I be accepted into the program?

When making our acceptance decisions we look for students who can demonstrate sufficient maturity and motivation to enter a professional work environment. Students do not necessarily need to have outstanding grades or previous work experience to gain acceptance. Most students have not done a previous professional internship. Certain internship opportunities, however, do require familiarity with relevant technology or other advanced skills, but in general this is rare. However, students who have a portfolio, advanced computer skills, prior professional experience, or other unique or extraordinary skills may have additional opportunities available to them that might otherwise not be.

When will I know whether I have been accepted?

Within 3 - 5 business days of your interview with the Selection Committee, you will typically be notified of our acceptance decision.

When will I know where I will be interning?

Interns are typically notified of their internship placement within 8 weeks of admittance into the program. However, there are some factors that may result in a different notification timetable, including time of year, your industry preferences, and others that are beyond our control.

Why do I need to get a Letter of Recommendation?

Your reference will help us evaluate your potential to enter a professional work environment and also provide us with insight during the internship matching process.

Do I need my Letter of Recommendation prior to applying?

No. You will need to have your letters of recommendations before a decision is made for your acceptance. In some cases, your internship placement can be delayed pending receipt of your Letter of Recommendation.

Why can't you tell what my internship will be before I apply?

We use your application to determine admission based on your demonstrated potential to work in a professional environment and also to understand your interests and strengths so we can make an appropriate internship match. At no point in the application or internship matching process can we guarantee you a specific internship. Our list of available internships is always changing and the employers we work with may have very specific requirements for an intern that they will host. We will only notify you about your internship placement once it has been confirmed by an internship provider. If accepted into Teens Like Me Internships, you will receive a customized internship placement plan that will outline our placement objectives. We will match you with the most appropriate firm for your specific skills, interests, and goals in conjunction with other factors such as the date your application was received and the requirements of our partner firms. Your final internship placement will reflect the specifications outlined in your placement plan and is non-negotiable.



The Importance of A Teens Like Me Internship

An internship will allow you to stand out in your school and your college admissions process and enable you to make more informed decisions about the future.

- **Gain Valuable Work Experience**
A professional internship gives students the opportunity to get real-world work experience in a field of interest. This experience will help your child stand out when applying to college, their next internship, or a future job.
- **Gain Insight into a Career Field**
Students gain valuable insight into the 'tricks of the trade'. They witness the day to day activities of professionals in that field, and get a sense of what it might be like to choose that as a career. Not only are they given an opportunity to get questions answered by industry professionals on a daily basis, but they also gain understanding of how their academic studies translate into practical application.
- **Prove Your Capabilities**
An internship will give students an opportunity to help with projects and support business operations. Accomplishing these tasks proves their ability to function in the work place and these experiences will help a student stand out in the college admission process - and they will become valuable line items on future resumes.
- **Build a Network**
Often overlooked for high school students – an internship is a FANTASTIC opportunity for students to meet professionals, make new connections, and begin to demonstrate to other's their capabilities in the workplace. Full time employment is a very competitive landscape, and having a network of professionals to recommend your work can be the difference between getting a full-time offer and being lost in the crowd.