



# Summer Internships

**2025**

**Intern Manual**

EO Companies  
*Ignite Program*







# TABLE OF CONTENTS

Welcome Students! .....	4
About EO Companies .....	5
About Ignite .....	6
How to Use This Guide .....	7
Step 1: Are You Eligible? .....	8
Step 2: MajorClarity .....	8
Step 3: Applying for a Summer Internship .....	15
Step 4: Internship Basics .....	19
Step 5: Workplace Expectations .....	21
Step 6: For Students to Know .....	22
Step 7: After the Internship .....	23
Contact Information .....	25

# WELCOME STUDENTS!

We are so thrilled that you are interested in an internship placement through EO's Ignite Program this summer!

This exciting opportunity provides a summer work experience designed to help you gain career awareness and practical soft skills. Internships provide an avenue for you to explore jobs that complement your Academic Career Plan (ACP) or ignite a passion for a career you may have not known about before.

This Intern Manual will serve as a go-to resource for you and your guardians and/or parents before and throughout the program, along with EO staff support.

Your interest and participation in an internship through the Ignite Program will help to prepare you for the experiences that await you after graduation.

Good luck, and enjoy this experience!

Travis W. Staton  
EO Companies President + CEO





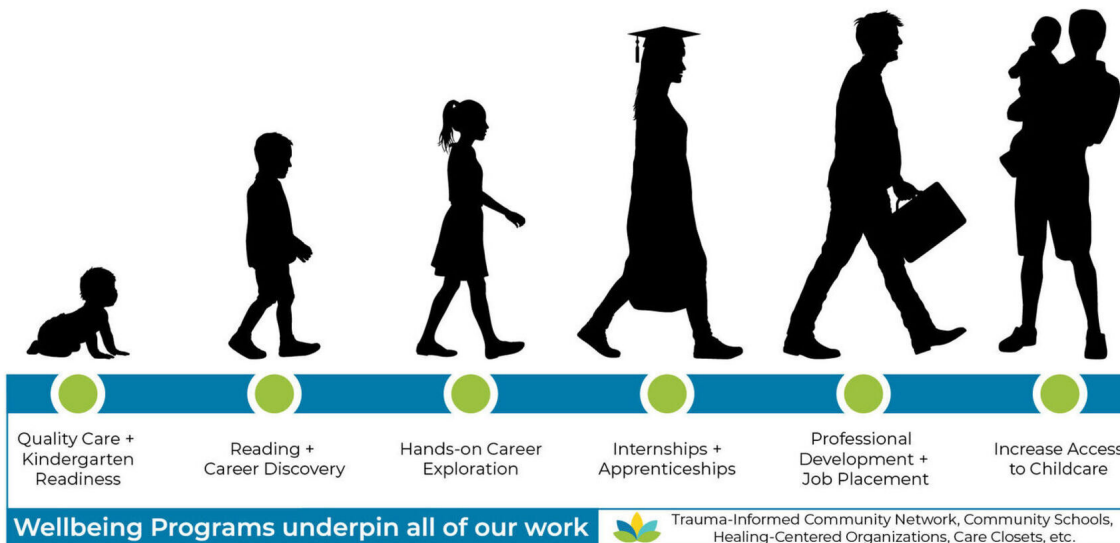
# ABOUT EO COMPANIES

At EO, we envision a region where all communities are thriving, and people are well.

EO works along a cradle-to-career continuum that supports early childhood care and education, kindergarten readiness, reading proficiency, career discovery and exploration, internships, professional development, and early career job placement.

We prioritize data-informed solutions that leverage community listening and cross-sector convening to build innovative and sustainable social change.

## OUR CRADLE TO CAREER FRAMEWORK



EO currently provides programs in the counties of Bland, Buchanan, Carroll, Dickenson, Floyd, Giles, Grayson, Lee, Montgomery, Pulaski, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe, and the cities of Bristol, Galax, Norton, and Radford.

For more information about EO Companies, visit [www.eoco.org](http://www.eoco.org).

# ABOUT IGNITE

Young adolescence is a time of intense identity formation and high school students are discovering who they are and finding their place in the world. Recent studies have shown that engagement begins to drop in 6th, 7th, and 8th grade, and that as many as 60% of students are “chronically disengaged” by the time they enter high school.

Developing ways to introduce students as early as 6th grade to career options and opportunities so they understand the relevance of what they are learning and stay on track, with a goal in mind, is critical.

Ignite aims to address these issues starting in middle school all the way through high school graduation, creating connections that keep students engaged in learning, inspiring them to take rigorous courses and build relationships with employers, and increasing the likelihood that they will be interested in and prepared for post-secondary education, advanced vocational training, and/or excelling in the workforce.

EO Companies' Ignite Program sparks career interest in the next generation of Southwest Virginia's workforce through career awareness and hands-on learning. These summer internships are one component of Ignite that will help bridge the gap between the worlds of learning and work by connecting schools and students with employers and employees. Across EO's service area, the Ignite Program is investing in the lives of over 30,000 students – enabling middle school and high school students to realize their potential and be ready to enter and advance in the region's workforce.

More information about the Ignite Program can be found online at [EOco.org/internships](http://EOco.org/internships).

# HOW TO USE THIS GUIDE



Welcome to Ignite Internships! Whether you are embarking on a new adventure into the world of work, exploring a specific career area of interest or navigating multiple career interests, this guide is designed to be your reliable companion. Inside, you will find carefully organized information, actionable tips, and clear instructions to help you achieve your goal efficiently and confidently.

The Ignite Intern Guide will serve as a practical tool that bridges the gap between uncertainty and accomplishment. It will provide structure, enabling you to approach applying for an internship in a step-by-step process while offering flexibility to adapt content for your specific career interest. From first time applicants to returning interns, students will find this guide to be an invaluable resource.

In this guide, you will find:

1. Criteria needed to apply for an internship
2. How to find internship opportunities
3. Step by step instructions on how to apply for internships
4. Who can I contact for help if needed

To make the most of this guide:

1. Start with the Table of Contents to become familiar with the contents
2. Read through the guide first for better understanding
3. Take time to walk through each step to ensure completion

This guide is not just for providing information – it is about empowering you to take actionable steps and make meaningful progress toward applying for an internship. As you dive in, remember that the journey is as important as the destination. Explore with curiosity, learn with enthusiasm, and enjoy the process.

Let's get started!

## STEP 1: ARE YOU ELIGIBLE?

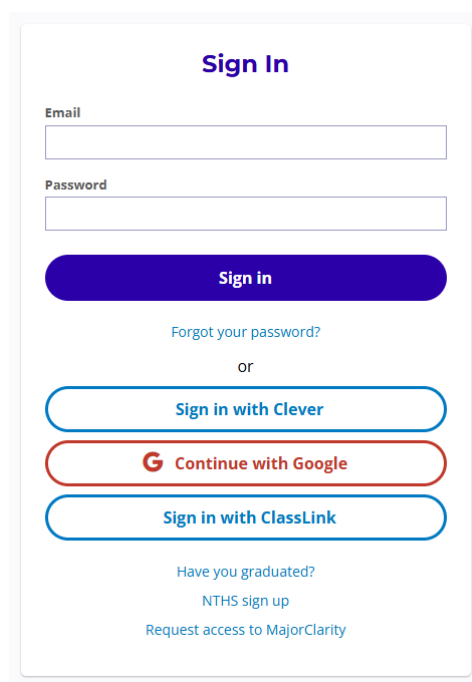
- Will you be 16 years of age or older by June 1, 2025?
- Do you have reliable transportation?
- Are you eligible to work in the United States?
- Are you available between June 1 - July 31, 2025?
- Have you selected a career path in MajorClarity?

**If you meet these requirements, then you are eligible!**

## STEP 2: MAJORCLARITY

Your school has access to a career readiness website called MajorClarity.

If you are not already using it, your schools Ignite Coordinator can help you log into your account. You will need to be in your account to complete the required tasks and apply for internships.



The image shows a 'Sign In' page for MajorClarity. It features a title 'Sign In' at the top. Below the title are two input fields: 'Email' and 'Password'. A blue 'Sign in' button is positioned below the password field. Underneath the button are links for 'Forgot your password?' and 'or'. Below these are three social login buttons: 'Sign in with Clever', 'Continue with Google' (with a red 'G' icon), and 'Sign in with ClassLink'. At the bottom of the page, there are three links: 'Have you graduated?', 'NTHS sign up', and 'Request access to MajorClarity'.















## MAJORCLARITY ACTIVITIES



Once logged into MajorClarity, visit the tabs on the left on the platform in order to complete the tasks listed below.













### Academic Planning Tab

Be sure that your Academic Pathway is as up to date as possible. Select the Academic Planning Tab to confirm your interest or refresh it.

 My Portfolio
 Journal
 Assessments
 Career Exploration
 Academic Planning
 Postsecondary Exploration
 Financial Resources
 Resume Builder
 Work-Based Learning
 Application Center
 My Career Plan
 Micro-credentials

## Assessments

Select the Assessment tab and complete the Personality and Learning Styles Assessment. These take less than 2 minutes each to complete.

-  My Portfolio
-  Journal
-  **Assessments**
-  Career Exploration
-  Academic Planning
-  Postsecondary Exploration
-  Financial Resources
-  Resume Builder
-  Work-Based Learning
-  Application Center
-  My Career Plan
-  Micro-credentials

### Assessments

Complete these assessments to help us make better career path suggestions.

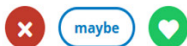
#### Personality Assessment

Rate your enjoyment of the following activities to generate better career recommendations.

0/48 complete

Would you enjoy performing the following activity?

Sell restaurant locations to individuals



#### Learning Styles Assessment

Find out more about your learning style by answering yes or no.

0/25 complete

Is this statement usually true for you?

When I make things for my studies, I remember what I have learned better.





## Career Exploration

Visit the Career Exploration tab and explore Career Paths. These can be found under the Career Exploration tab. Within each Career, you will find the videos and activities to complete. Explore at least three (3) Career Paths of interest. Watch at least one (1) video in a Career Path of interest. Complete at least one (1) activity in a Career Path of interest.

- My Portfolio
- Journal
- Assessments
- Career Exploration**
- Academic Planning
- Postsecondary Exploration
- Financial Resources
- Resume Builder
- Work-Based Learning
- Application Center
- My Career Plan
- Micro-credentials

### Career Exploration

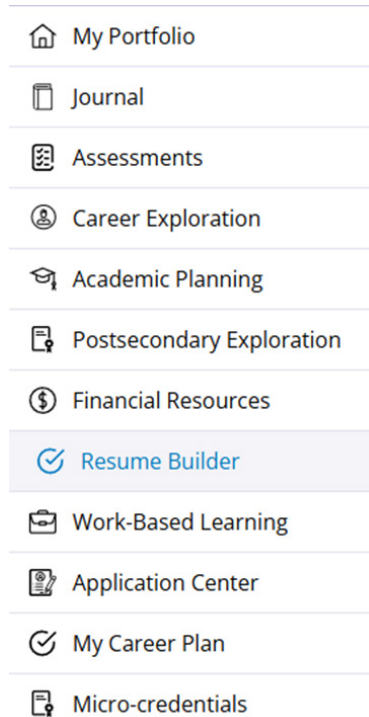
Explore the Career Paths that might interest you based on your skills and strengths. If you've taken the Personality Assessment, each Career Path will have a personalized Fit Score to help you get started.

You can watch interviews by real professionals or try an activity to learn by doing! Make sure you record your rating for each interview and activity to update your Fit Score. You can also favorite Career Paths and Occupations. You'll find all your ratings and favorites in your Portfolio!

Subject Strengths Select a Strength	Career Path Cluster Select a Cluster	Career Path Status Select a Status
Search Career Paths by Occupation		Search for a Career Path
Start typing the occupation to show suggestions		Start typing the career path to show suggestions

## RESUME AND COVER LETTER

To apply for an internship, you will need to create a resume and cover letter within the MajorClarity platform. Select the Resume Builder tab.



Within the Resume Builder tab, begin with the Basic Information Tab. Be sure to save it before moving to the next.

The 'Basic Information' tab is active, showing a form with the following fields: 'First and Last Name', 'Email Address', 'Phone number' (with an example '(999)-999-9999'), and 'Your address (Street, city, state, zip)' (with an example '20 W Newton St, Richmond, VA 98107'). There is also a large text area for an 'Objective' with a note below it: 'An objective statement is most effective when you tailor it to a specific opportunity. For example: "Hard-working high school student looking to use my customer service skills to provide high-quality dining experiences."' A 'Save Basic Information' button is located at the bottom right of the form.













## RESUME AND COVER LETTER CONTINUED



Items and activities to include in your resume are:

- Various activities and clubs
- Volunteer experience
- Credentials you have earned, and
- Classes you have taken.

After completing the resume tabs, you can now create a generic cover letter to use with your resume. In the Resume Builder tab, at the bottom of the select Add New Cover Letter to begin writing your cover letter.

-  My Portfolio
-  Journal
-  Assessments
-  Career Exploration
-  Academic Planning
-  Postsecondary Exploration
-  Financial Resources
-  **Resume Builder**
-  Work-Based Learning
-  Application Center
-  My Career Plan
-  Micro-credentials

### Cover Letters

No cover letters

Add New Cover letter

## RESUME AND COVER LETTER CONTINUED

As you create the letter, be sure to give your letter a name so that you can recognize it for future use.

### Your Contact Information

The first section of your cover letter is your contact information. Include your preferred contact information where the employer can reach you.

#### Name

#### Email

#### Phone number

Enter your contact information as indicated.

If you do not know who to write the letter to, you can skip Recipient Information.

### Recipient Information

Include the name of the company and the individual you are addressing the letter to, such as the recruiter or hiring manager.

#### Company name

#### Contact name

Begin writing your letter in the Cover Letter Body block and be sure to follow the suggestions provided as you generate the letter. Once finished, Save Cover Letter.

### Cover Letter Body

The body of your cover letter should include:

- Introduction - introduce yourself and your background
- Reason for applying - express your interest in what the company does, and why you want to work for the company.
- Why you are a great candidate - describe why you think you are a great fit for the position.
- Closing - including a closing, such as "Sincerely" or "Best Regards", or other professional closing that you prefer.

#### Body

When you have completed the Resume and Cover Letter, you can return to the Resume Builder tab and view, print or download your Resume. You can do the same for the Cover Letter.

Now you are ready to search for internships.

# STEP 3: APPLYING FOR A SUMMER INTERNSHIP

## *BEFORE APPLYING CHECKLIST*

All Eligibility Requirements met. (See Page 11)

All MajorClarity Requirements completed which includes Resume, Cover Letter, Parent/Guardian Form and two (2) Teacher Recommendations.

Sign Internship Commitment Sheet and have your Ignite Coordinator and parent/ guardian sign the Commitment Sheet **AND** have your coordinator submit it to the EO team member. (See Program Forms) If you are 18 years of age or older, no parent/guardian signature is required, but preferred.

Submit to your Ignite Coordinator two completed Teacher Recommendation forms (See Program Forms) Your Ignite Coordinator will submit them to an EO team member.

Once you submit your Internship Commitment Form, Letters of Recommendation and find an internship opportunity of interest, you are ready to apply to an internship.

## *APPLYING*

Internship Application Instructions.

Before applying for an internship, please have ready:

- Resume (completed and downloaded from MajorClarity)
- Cover Letter (completed and downloaded from MajorClarity)
- Parent/Guardian Permission Form
- 2 Teacher Recommendations



## *APPLYING CONTINUED*

To apply for an internship:

Visit [www.eoco.org/our-work/workforce/internships/for-students](http://www.eoco.org/our-work/workforce/internships/for-students)

On the page, you will be provided with information about the Ignite Internships and FAQ's of the program. There will also be a link to access all the internship opportunities.

Click the link under “**Find an Ignite Internship Opportunity**” to review open internship opportunities and to apply.

On the page, you will see a list of Current Openings and the job title will have “Intern” listed at the beginning – for example “Intern – BVPS Special Education.”

You are only permitted to apply to those labeled “**Intern.**” The location of the internships vary, however, our system has a default of remote. These positions are located at the business and are **not remote**.

Click the internship title of interest for further information.

Once you have read the information about the internship and you are interested in applying, click “Apply for This Job.”

A new screen will be open for completion:

In the first section, basic information is collected about you.

In the second section, please upload your resume and cover letter – these are required.

In the third section, please complete the questions to apply.

Once completed, at the bottom left, click Submit Application. If you are undecided, simply click Cancel.

Once you have clicked Submit Application, the screen will advise you if you have submitted your application successfully.





## *APPLYING CONTINUED*



If you do not meet the qualifications for the internship, you will be notified by email. Should you have any questions about not meeting the qualifications, please contact your Ignite Coordinator and we can investigate.

Once you have submitted your application, please contact your Ignite Coordinator and provide them with your completed Parent/Guardian form AND two (2) Teacher Recommendations to be sent to Crystal Breeding at [cbreeding@eoco.org](mailto:cbreeding@eoco.org)

No applications will be submitted to the employer until these documents have been received.

### **Additional notes:**

All the positions listed on the Current Openings link for Interns will have internships listed as remote and part-time. When the internship description is reviewed, it will clearly provide where the internship will be completed. Hours worked will be a future discussion between the students and the business.

No applications will be submitted for consideration unless the Parent/Guardian Form and two (2) Teacher Recommendations are completed and sent to Crystal Breeding at [cbreeding@eoco.org](mailto:cbreeding@eoco.org)

Some internships are only open to specific students – for example, most school systems are offering internships to their own students, whereas other businesses have the internship open to all. Please read the description for clarifying details.

**Do not contact the businesses directly UNLESS they have reached out to you first.**

## *DURING THE APPLICATION WINDOW*

Students should continue to check the email account used for applying to the internships for updates on application status, additional information needed or requests from the employer. All communication from the employer will happen through email.

## *IF YOU GET AN INTERNSHIP*

Please continue to check your email for employer communication to receive further information about your internship.

An EO team member will contact you for your pre-employment training once you have been selected for an internship. Please monitor your email account for communication from EO team member.

## STEP 4: INTERNSHIP BASICS



EO's Ignite Program provides our region's high school students with a summer internship component designed to teach critical workplace skills and prepare students for the workplace through hands-on work experience. Internships bridge the gap between the worlds of learning and work by connecting schools and students with employers and employees.

### **Length of Internship**

The length of the internship is successful completion of 80 hours on site (plus 2 pre-employment training hours) for a total of 82 hours and typically should take up to four (4) weeks to complete. There are times in which the internship will last longer than four (4) weeks in order to reach 80 hours. EO recommends 16-20 hours of work per week, depending on the employer's preference and as agreed upon by the intern. Summer internships need to take place between **June 1 and July 31, 2025**.

### **Payroll & Timesheets**

Each intern will be paid **\$12.41 an hour minimum** for your work and participation in a summer internship and will be paid by the employer. Payroll information, timesheet requirements, and other information concerning payment will be between the intern and the employer. During the internship, an EO team member will work with interns to collect hours worked for program completion tracking.

### **Work Schedule**

You will need to complete a total of 80 program hours plus two (2) pre-employment training hours for a total of 82 hours. Each intern's work schedule will look different. It is up to you and your employer to come up with a schedule that works for you. The pre-employment training hours should be completed prior to beginning work.

## *INTERNSHIP BASICS CONTINUED*

### **Presentation**

At the end of the internship, all students will complete a presentation explaining their experience from the internship. These presentations should be submitted to an EO team member and completed within one week of completing the internship. In addition, select students may be asked to participate in a live presentation about your work experience with your employer. You will be notified if selected for a live presentation.

### **Pre-Employment Training**

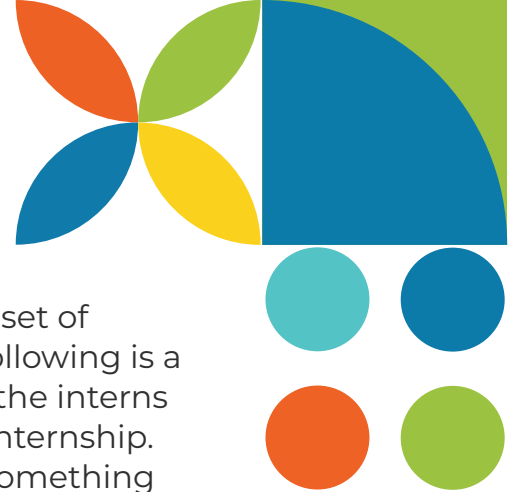
All students participating in an internship will need to participate in a two (2) hour pre-employment training. This may be held in person or virtually. This is required to be completed prior to beginning work and it is paid by the employer once confirmed completion is received by an EO team member.

### **Absences**

Employers will discuss their own protocol when it comes to what absences count as excused or unexcused. You will not be paid for the hours you miss for an absence. However, you are encouraged to work with your Ignite Internship Mentor to make-up missed hours (if permissible).

You must communicate about an absence through a phone call directly to your Ignite Internship Mentor. If you notify your mentor that you will be coming in late or notify him/her that you cannot come in at all, you must call at least an hour before your original start time. You may not alert your mentor of an absence or a late arrival through email, text, or social media unless instructed to do so by the mentor.

# STEP 5: WORKPLACE EXPECTATIONS



Every employer, regardless of the type of internship, has a set of standards they are looking for in a future employee. The following is a brief description of some of the expectations shared with the interns that employers may be looking for while completing the internship. While not all the expectations listed will be for everyone, something from this list is relevant to everyone.

## Professionalism

- Punctuality – Arrive on time for work and meetings
- Appropriate Dress – Follow the workplace’s dress code
- Communication – Use polite and professional language in interactions with mentors and colleagues.
- Respect – Show respect for all employees, clients, and the work environment

## Work Ethic

- Reliability – Complete assigned tasks on time and with care
- Attention to Detail – Focus on accuracy and quality in work
- Initiative – Be proactive in seeking additional tasks or responsibilities when appropriate

## Learning and Adaptability

- Eagerness to Learn – Be open to feedback and willing to improve skills
- Adaptability – Adjust to the workplace culture and new tasks as needed
- Curiosity – Ask thoughtful questions to deepen understanding of tasks and the industry

## Collaboration

- Teamwork – Work cooperatively with others and contribute to team projects
- Listening Skills – Pay attention to instructions and guidance
- Support – Offer help when teammates or supervisors need assistance

## Ethics and Confidentiality

- Integrity – Be honest and trustworthy in all dealings.
- Confidentiality – Respect sensitive or proprietary information related to the business

## WORKPLACE EXPECTATIONS CONTINUED

### Safety and Compliance

- Follow Rules – Adhere to workplace safety protocols and company policies
- Ask Questions – Clarify procedures if unsure to avoid mistakes or risks

### Basic Technical Skills

- Technology Use – Be comfortable using workplace tools, such as email, word processors, or specific software
- Organization – Keep track of schedules, tasks, and deadlines

## STEP 6: FOR STUDENTS TO KNOW

### Student Safety

Your safety is what is most important. Safety training will be a part of Pre-Employment Training. If you should ever feel unsafe, harassed, or discriminated against at the work site you should leave and immediately contact both your direct supervisor or Internship Mentor and EO staff with any concern you may have.

### Email and Social Media

You should use your school email and primary phone number to contact your Internship Mentor. Using a school email is important for consistency and alignment with your MajorClarity account. A secondary email address should be provided if the student is a graduating senior, or their school does not allow outside emails to their school account.

### Cellphone Usage

While at work, there should be minimal to zero cellphone usage unless the Internship Mentor allows. Each workplace will be different and will cover their policies and procedures when reporting to work.

### Networking

During the internship, students can begin building their professional network. By networking, students can interact with others and develop professional contacts that can speak of their work and can be used for a professional reference in the future

### Employment Continuation Opportunity

In some internships (not all) there may be opportunities for students to work beyond the set internship requirements of 82 hours. This is determined by the employer's needs and funding availability. In this situation, the employer will notify the student directly of the opportunity and it will be the decision of the student to continue.



***STUDENTS WILL BE IMMEDIATELY TERMINATED FROM EMPLOYMENT IF...***

...he/she is under the influence of illegal drugs or alcohol.

...he/she uses tobacco products on your organization's property.

...he/she participates in a fight on your organization's property.

...he/she ruins, vandalizes, or destroys any of your organization's property.

...he/she possess firearms, explosives, weapons, or any other hazardous material on your organization's property.

...he/she lies or fails to report properly to his/her Ignite Mentor or on the weekly log.

## **STEP 7: AFTER THE INTERNSHIP**

At the end of the internship, students are required to provide a presentation detailing their experience.

The presentation should be submitted to an EO team member and submitted within one week of completing the internship. In addition, select students may be asked to participate in a live presentation about your work experience with your employer. You will be notified if selected for a live presentation.

Upon completion of the internship hours and presentation, students will receive a Certificate of Completion from EO.

Students are encouraged to update their resume to include the internship experience and highlight the skills developed.

## *FINALLY...*

We are excited to provide students with work-based learning opportunities within the community. As you embark on this internship journey, remember that this experience is not just about building your skills but also discovering your potential, forming meaningful connections, and preparing for the next chapter of your professional journey.

We encourage you to take full advantage of the opportunities, resources, and support available to you throughout your internship. Your growth, dedication, and contributions are valued, and we are excited to witness the impact you will make!





# CONTACT INFORMATION



Should you need further information about the internship process, or have questions, please contact:

## Crystal Breeding

Director of Education + Emerging Workforce

EO Companies

[cbreeding@eoco.org](mailto:cbreeding@eoco.org)

276-525-4073



