



Summer Internship Program Application

Submissions must be postmarked by December 1.

Required Materials for Submission

1. Application
2. Resume
3. College Transcripts
4. Cover Letter

Applicant Information

Name: _____

Email Address: _____

Home Address: _____
(Street) (City, State, Zip)

Campus Address: _____
(if Applicable) (Street) (City, State, Zip)

Date of Birth: _____ Are you a US Citizen? **YES** **NO**

What College or University do you Attend? _____

Major	Current GPA	Major GPA	Expected Graduation Date

Total Hours Completed	Insurance Hours Completed	Other Business Hours Completed

References

Two are required. One professional reference and educational reference is preferred. Applicant must have known reference for 2 years or longer. No relatives please.

Name	Position	Phone Number	Relationship to Applicant	# of Years known

Work Experience

Please list two most relevant positions.

Company	Location		Phone Number
Position	Start Date	End Date	Supervisor & Title

Company	Location		Phone Number
Position	Start Date	End Date	Supervisor & Title



Are you interested in learning more about insurance, commercial insurance or both? Why?

Are you interested in underwriting, sales, risk management and/or working on the agency side? Why?

Describe your extracurricular activities:

Explain your career plans and goals:

Describe what personal attribute or philosophy you have that will best qualify you for a career in insurance:

How did you hear about Arlington/Roe and the internship program?

Signature: _____ **Date:** _____

Submit complete package including application, resume, college transcripts & cover letter

By Mail:

Human Resources
Arlington/Roe
8900 Keystone Crossing, 8th Floor
Indianapolis, IN 46240

By Email:

humanresources@arlingtonroe.com

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