



Humane Animal Welfare Society  
of Waukesha County, Inc.  
701 Northview Road  
Waukesha, WI 53188  
262-542-8851  
262-542-8853 (f)  
[hawspets.org](http://hawspets.org)

Thank you for your interest in becoming an intern in our Behavior Department. To provide you with the best possible learning experience, we have prepared this Student Internship Application packet. We hope it will answer your questions about internship opportunities. Your application will need to be accompanied by the following documents:

1. Application form
2. Essay
3. Resume' or Curriculum vitae
4. Two letters of recommendation, one from a teacher, the other from a professional contact such as an employer or colleague. Letters should comment on your initiative, ability to plan, organize, and execute with and without supervision; leadership skills, objectivity, and problem solving ability; ethics and judgment.

Please mail original hard copies of all requested documents to my attention at 701 Northview Road, Waukesha, WI 53188. We will not review your application until all documents are received. Deadlines for submission:

- For a summer internship: March 31.
- For a fall internship: June 30.
- For a spring internship: December 15.

Upon receipt of all materials, we will contact you to arrange an interview. Should you have questions, or wish to follow up on the status of your application, please feel welcome to contact me at [Kirsten@hawspets.org](mailto:Kirsten@hawspets.org). We look forward to helping you meet your program goals.

Sincerely,

*Kirsten Watry*

Kirsten Watry, B.S., CPDT-KA  
Intern Supervisor  
Humane Animal Welfare Society