



Lifestyle, Fitness and Rehabilitation Programs Application Letter for Student Internship

To Whom It May Concern,

Thank you for your interest in pursuing an internship with MetroHealth Medical Center's Lifestyle, Fitness and Rehabilitation Programs. I am sending the application packet materials to you for review. As you are aware, internships are available to students pursuing a Bachelor's or Master's degree in Exercise Science or a related field. The internship program is a minimum of three months in length (20 hours per week, 240 hours total). However, consideration will be given for special needs. You have stated that your internship would need to be for 15-weeks (40-hours/week for a total of 600 hours).

We are committed to providing a challenging, rewarding and practical experience in the Lifestyle, Fitness and Rehabilitation Programs. Currently, we offer Cardiac Rehabilitation Phase I-II and Pulmonary Rehabilitation Phase II. In addition, the internship provides students with multi-faceted opportunity for experience in other related areas such as cardio-thoracic surgery, vocational rehabilitation, stress testing and cardio-pulmonary medicine.

The **enclosed information** outlines the details regarding internship responsibilities and the expected learning processes. *To initiate the application process, please complete and return the enclosed **internship application**, along with **two letters of reference** and a **copy of all college transcripts** to the address below at your earliest convenience.* **Requirements** of the internship program are outlined in the **Job Description for Student Interns and Volunteer Staff**. Please read this document carefully; all criteria are required for acceptance into the internship.

As noted, in addition to the completed application materials, the following are required:

- 1) a signed affiliation agreement between your college/university and MetroHealth Medical Center (completed before the internship begins)
- 2) all health requirements (see job description),
- 3) current BCLS certification,
- 4) 3.0 GPA in all related courses, and
- 5) proof of personal liability insurance of \$200,000 per claim/\$600,000 annual aggregate (either provided by the student or the university).

Again, thank you for your interest in pursuing an internship with the MetroHealth Medical Center's Lifestyle, Fitness and Rehabilitation Programs. Please feel free to call me if you have any questions. I look forward to receiving your application for review. Once your application is complete and all materials submitted, your file will be reviewed and, if necessary, an interview scheduled.

Sincerely,

Susan J. Rupert, M.S. ACSM Certified

Practice Coordinator
Heart and Vascular Center/Pulmonary Medicine Clinics
Arrhythmia Prevention Center
Lifestyle Fitness and Rehabilitation Programs

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encl. Student Internship Application
Job Description
Expectations of the Student Intern
Student Internship Purpose and Policy