# INTERNSHIP QUALIFICATIONS

* Students should have completed at least one year of college
* Submit a resume from consideration.
* Excellent working knowledge of computers and experience with the use of Microsoft Excel, Word and Outlook
* A desire and ability to help us increase the effectiveness of the internship program through continuous improvement
* Effective oral and written communication skills
* Strong organization/time management skills
* Good attention to detail with the ability to recognize discrepancies
* Work independently as well as part of a team
* Must be able to meet deadlines and put in the time needed to get the job done