

# INTERNSHIP INFORMATION

## SUMMER 2016

### WHAT WE LOOK FOR IN CANDIDATES

#### TRAITS & CHARACTERISTICS

Strong, sophisticated writing skills:  
correct grammar, robust vocabulary

Academic excellence from a leading  
accredited landscape architecture or  
planning program

Breadth and depth of work as well  
as a feel for a candidate's design  
process

A sophisticated and polished portfolio

Previous experience and internships  
at other leading firms, non-profit  
organizations, or public agencies

Leadership characteristics

#### DESIGN SKILLS

An understanding and has some  
experience with the technical skills  
of landscape architecture including  
grading, graphics, computer skills,  
construction documentation, site  
planning, planting plans, etc.

Knowledge of AutoCAD, Microsoft  
Office Suite and Adobe Creative  
Suite, other softwares

### LEADERSHIP CRITERIA

#### WE SEEK FUTURE LEADERS OF OUR FIRM

Competed as a collegiate athlete

Graduated Cum Laude

Graduated with a 3.75 GPA or above

Held a leadership position in a state  
or national organization

Owned or co-owned a company

Published a book

Published an article in a professional  
magazine or journal

Received a research grant

Received an academic scholarship

Received an athletic scholarship

Recognized as an award winning  
musician or artist

Served as a board member for a civic  
or non-profit organization

Served as president of a major  
student organization such as  
fraternity, sorority or student  
government

Served as president of student ASLA  
or APA chapter

Studied abroad for a month or longer

Won a student competition

### APPLICATION

#### PORTFOLIO

Approach your portfolio as a design  
exercise – it says a lot about your  
design and aesthetic ability

Explain the “project”, not the  
“drawing”

Show the process you used to reach  
your design decisions – demonstrate  
critical thinking

Show a wide range of skills in the  
portfolio but include only your best  
work

Coordinate the graphic design of each  
part

#### COVER LETTER

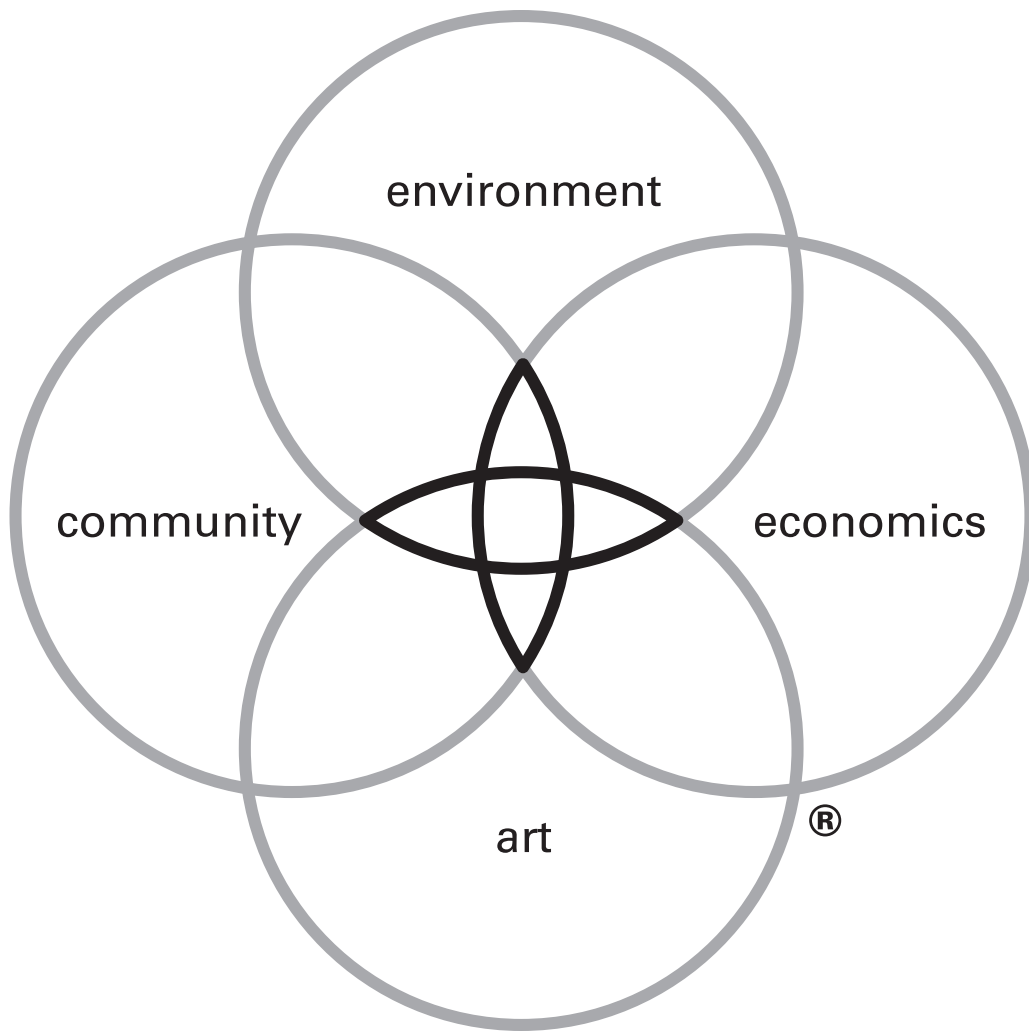
Do your research on the firm to  
which you're applying. Get to know  
their projects and have something to  
say about them. Mention this in your  
cover letter and consider tailoring  
your portfolio for specific firms with  
the type of work you are presenting.

#### RESUME

Highlight your education, experience,  
awards, extra curricular involvement  
and community and/or volunteer  
involvement

## ABOUT THE PROGRAM

Our internship program is designed to expose students to a collaborative, professional office environment and a team of experienced design professionals. Selected individuals will participate in a 10 week internship in a Design Workshop office, beginning in June. Students will be exposed to both the creative and business environment. Assignments will vary and may include project research, site visits, sketching, computer production, design reviews and assisting on marketing proposals. The deadline for summer internship will be the end of March. Offers will be made by the end of April. Exact dates will be published on our website in 2016. Please check our students page of our website for more information.



## DW LEGACY DESIGN®

We believe that when environment, economics, art and community are combined in harmony with the dictates of the land and needs of society, magical places result — sustainable places of timeless beauty, significant value and enduring quality, places that lift the spirit.

Design Workshop is dedicated to creating Legacy projects:  
for our clients, for society and for the well-being of our planet.

### DESIGNWORKSHOP

ASHEVILLE • ASPEN • AUSTIN • CHICAGO • DUBAI  
DENVER • HOUSTON • LAKE TAHOE • LOS ANGELES • SHANGHAI

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