

In the student's electronic file, check for the following items:

1. Delete two slides, move two slides
2. Apply transitions to all slides
3. Slides 3 and 6: Type and format Notes
4. Check spelling, use Thesaurus

Center title and paragraph, insert text
Also, change line space to 1.5
Also, move slide

ASPEN FALLS INTERNSHIP ORIENTATION

Presented By
Janelle Lorens

Format title font, small caps, bold

Our Mission

It is the continuing mission of the City of Aspen Falls to maintain an environment that is dedicated to the safety of our residents and that fosters the growth and development of a family-oriented community.

Increase list level of 2nd bullet pt
Also, type 2 bullet points
Also, replace *volunteering* with *interning*

Two Content layout, type/space text
Also, change line space to 1.5
Also, insert picture, apply style

Interning for the City of Aspen Falls

- Gain valuable work experience
 - Apply your educational experiences to the real world
- Learn about the city in which you live
- Expand your network
 - Professional contacts
 - Mentors and friends


Your Role as a City Intern

- Job descriptions
- Performance standards
- Evaluations
- Full-time opportunities

Insert picture, apply style
Also, content with Caption/format text
Also, replace *volunteering* with *interning*
Also, move slide

A Few Policies and Procedures

- ☞ Dress codes
- ☞ Staff parking
- ☞ Compensation
- ☞ Schedules and hours
- ☞ Safety and security



Interning at City Hall

As an Aspen Falls intern, you will learn about municipal government and expand your horizons by applying your business management skills

Build Your Resume

- ☞ Improve your skills
 - ☞ Customer service
 - ☞ Communication
- ☞ Participate in community events
- ☞ Demonstrate your ability to work in a municipal environment

Join the Team

At Aspen Falls City Hall