



## **PURPOSE**

Live Oak Gottesman offers full time, temporary internships in an effort to provide undergraduate and graduate students the opportunity to apply their skill/interests to actual work experience in the Commercial Real Estate industry. We strongly believe that internships are not only an important tool used to meet the project-specific needs of our business, but in recruiting, developing, and retaining our workforce. This program is both an effective way to insure that our company stays current in the talent market and consistent with our culture of mentoring the next generation of Real Estate professionals.

Internship opportunities are available each summer on an as-needed basis to be determined by the Company. Each opportunity will need to meet the Live Oak-Gottesman requirements providing each Intern with a well-rounded and meaningful experience upon completion of the project assignment. Each assignment will last no more than 90 days, and will be full time, not to exceed 40 hours per week. Interns will not be eligible to work consecutive assignments, and are not eligible for benefits.

## **PROCESSING AND QUALIFICATION**

To be considered for a full time, temporary internship the student would have to meet the following criteria:

1. **While interning *and* for a period of time after the internship, students must be enrolled in a graduate program or be enrolled in college level coursework and have special measureable, applicable technical skills.**
2. Must demonstrate strong verbal and written communication skills.
3. Must have strong initiative and the ability to work independently.
4. Must meet department-specified qualifications for the project.
5. Must submit a cover letter and a resume no later than April 15<sup>th</sup> for any summer internship opportunities.\*
6. Must be determined to be a “cultural fit” to LOGO based upon experience.

## **EVALUATION**

All student interns will be provided with ongoing feedback from the Department Head/Direct Supervisor on how well they are meeting the goals and expectations of their position.

All student interns will receive a performance evaluation on an Intern Performance Evaluation Form at the completion of their internship. The evaluation will be completed by the Department Head. Live Oak-Gottesman will not provide formal letters of recommendation beyond the standardized form, but will instead encourage interns to use evaluations for employment verifications.

**\*Interested Internship Candidates meeting the above qualifications are encouraged to submit a cover letter and resume to Live Oak-Gottesman’s Internship Program Manager at: [Internships@LiveOak.com](mailto:Internships@LiveOak.com)**