



Internship Application

Children's Defense Fund - Ohio

www.cdfohio.org

Preferred Internship Term(s):

Year: 20 _____

Summer

Fall

Winter

Spring

PERSONAL INFORMATION

Full Name _____

Date _____

Primary Email _____

Alternate Email _____

Permanent Address (include apartment number)

City _____

State _____

Zip Code _____

Current Address same as permanent

Current Address (include apartment number)

City _____

State _____

Zip Code _____

Home phone # _____

Cell phone # _____

Emergency Contact Name _____

Phone _____

EDUCATION

| <i>Institution</i> | <i>Dates Attended</i> | <i>Degree/Major</i> | <i>Graduation Year</i> |
|--------------------|-----------------------|---------------------|------------------------|
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INTERNSHIP INFORMATION

Please indicate, in order of preference, the areas/divisions in which you would like to intern.

_____ **Area One: Policy & Research**

_____ **Area Two: Youth and Leadership Development Programs**

_____ **Area Three: Communications & Outreach**

If you are not selected for one of your indicated preferences, would you like to be considered for an internship in another area/division? ___ Yes ___ No, I only want to be considered for the positions identified

Will you receive credit for your internship? Yes No

If yes, please tell us about any special requirements for your program.

Please indicate below if you would like to receive email communications from CDF, including our quarterly eNewsletter. Yes No

How did you learn of the internship opportunities at CDF?

- ___ College Career Center
- ___ Online Job Posting
- ___ Current or Former CDF Staffer or Intern
- ___ CDF Publication or Website
- ___ Other: _____

SCHEDULE

Please check days available:

| | <u>Hours Available</u> | | <u>Hours Available</u> |
|---------------------------------|------------------------|--------------------------------|------------------------|
| <input type="checkbox"/> Mon | _____ | <input type="checkbox"/> Tues | _____ |
| <input type="checkbox"/> Wed | _____ | <input type="checkbox"/> Thurs | _____ |
| <input type="checkbox"/> Friday | _____ | | |

Total number of hours available per week: _____

Additional Documents

In addition to this application, make sure you include the following **required** documents.
Incomplete applications will not be considered.

Cover Letter

Your cover letter should address:

- why you want to intern with the Children’s Defense Fund-Ohio
- relevant skills, capabilities and traits
- academic experience (i.e. research) relevant to an internship at CDF-Ohio
- work experience in, or passion for, children’s issues and advocacy
- your post-internship plans and longer-term career or academic goals

Resume

Writing Sample

Please attach a writing sample of no more than 2,500 words that demonstrates your writing, research and reasoning skills. It may be on any topic, however, applicants are encouraged to submit samples related to children, social justice, or other related topics. Class papers that are indicative of writing ability may be submitted as writing samples.

References

We require a letter of recommendation from a professor or professional who is familiar with your work. Your reference should send their letter directly to the internship coordinator via email, fax or mail using the contact information noted below.

You may scan and email the internship application and required documents to:

pkreber@childrensdefense.org

or mail the packet of documents to:

Children's Defense Fund-Ohio
Attn: Internship Coordinator
395 E. Broad St. Suite 330
Columbus, OH 43215

or fax them to: 614-221-2247

For questions, contact the CDF-Ohio office at 614-221-2244 or email pkreber@childrensdefense.org