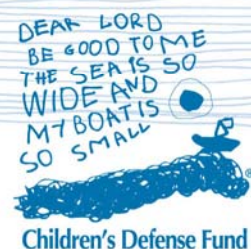


# Internship Application

Children's Defense Fund  
National Office in Washington, DC  
[www.childrensdefense.org](http://www.childrensdefense.org)



Internship Term:      Year: 20 \_\_\_\_\_

- Summer (application must be received by February 15)
- Fall (application must be received by August 7)
- Spring (application must be received by November 15)

**Note: Applicants will be notified within two weeks of due date. However, applications will continue to be considered after due date if positions are not filled.**

## **PERSONAL INFORMATION**

**TYPE OR PRINT LEGIBLY IN BLUE OR BLACK INK ONLY.**

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 # \_\_\_\_\_ Second phone # (cell, work, etc.) \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

## EDUCATION

<i>Institution</i>	<i>Dates Attended</i>	<i>Degree/Major</i>	<i>Graduation Year</i>

## INTERNSHIP INFORMATION

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

Area One: Programs and Policy, Legal Research

*(These positions are open to all students. They are ideal for graduate students, recent graduates and students interested in law. Please select up to four in order of preference).*

- |                                |                                                             |
|--------------------------------|-------------------------------------------------------------|
| <u>      </u> Child Health     | <u>      </u> Child Welfare and Mental Health               |
| <u>      </u> Juvenile Justice | <u>      </u> Economic Research (Family Income and Poverty) |

Area Two: Movement-Building, Youth and Outreach Programs

*(These positions are ideal for students with interest in program development, program support and youth).*

- |                                                     |                                            |
|-----------------------------------------------------|--------------------------------------------|
| <u>      </u> Field Organizing & Outreach           | <u>      </u> CDF Freedom Schools® Program |
| <u>      </u> Youth Leadership Development Programs | <u>      </u> Communications               |

Area Three: Non-Profit Management

*(These positions are ideal for undergraduate and graduate students in most disciplines).*

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| <u>      </u> Development             | <u>      </u> Finance                |
| <u>      </u> Human Resources         | <u>      </u> Information Technology |
| <u>      </u> Office of the President |                                      |

*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.*

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*Please indicate below if you would like to receive email communications from CDF, including advocacy updates and our Monthly eNewsletter.*

- Yes     No

## SCHEDULE

**Please check days available:**

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

**Total number of hours available per week:** \_\_\_\_\_

# **APPLICATION CHECKLIST & PROCEDURES**

In addition to this application, make sure you include the following:

Cover Letter

Your cover letter should address:

- why you want to intern with the Children's Defense Fund;
- prior skills, knowledge (including course work) and employment;
- academic experience (i.e. research) relevant to an internship at CDF;
- work experience in, or passion for, children's issues and advocacy;
- your immediate post-internship plans as well as your longer-term career or academic goals; and
- what you hope to gain from your CDF internship experience.

Resume

In addition to education and work experience, please identify any awards, honors and accomplishments, as well as your skills and interests.

References

Enclose two letters of recommendation. The first letter must be from a professor. The second may be from an academic or professional contact.

Writing Sample (no longer than 2,500 words)

Required for all applicants, the sample should demonstrate writing 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.

Season	Application Deadlines Preferred & Regular	Typical Months
Summer	Feb. 15	May-August
Fall	August 7	September-December
Spring	Nov. 15	January-April

***Note: Applicants will be notified within two weeks of due date. However, applications will continue to be considered after due date if positions are not filled.***

***How did you learn of the internship opportunities at CDF?***

- \_\_\_ College Career Center
- \_\_\_ Online Job Posting
- \_\_\_ Craigslist.org
- \_\_\_ Current or Former CDF Staffer or Intern
- \_\_\_ CDF Publication or Website
- \_\_\_ Other: \_\_\_\_\_

***Please send all completed application info by mail or email to:***

[bsally@childrensdefense.org](mailto:bsally@childrensdefense.org)

**or**

Children's Defense Fund  
Attn: Internship Coordinator  
25 E Street, NW  
Washington, DC 20001