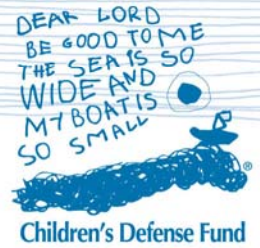


# Internship Application

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 \_\_\_\_\_



# **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