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

<table>
<thead>
<tr>
<th>Institution</th>
<th>Dates Attended</th>
<th>Degree/Major</th>
<th>Graduation Year</th>
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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:

<table>
<thead>
<tr>
<th>Hours Available</th>
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<td>□ Mon</td>
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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