



INTERNSHIP APPLICATION

Please print, complete, and return this application with a copy of your résumé and at least one writing sample to Sarah Yaklic by fax at (703) 299-6004 or by mail to 225 N. Washington Street, Alexandria, Virginia, 22314.

Personal Contact Information (please print)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

In case of emergency, please contact: _____

Emergency contact information: _____

Relationship to emergency contact: _____

School Information (please print)

College or University: _____

Current Status: Freshman ___ Sophomore ___ Junior ___ Senior ___

Major/Minor: _____ GPA: _____

If in high school, name of school and grade status: _____

Please answer the following questions (please print).

Please list any previous internships.

How does this internship fit in with your long term goals? What do you hope to bring to and take from this position?

What office skills, if any, do you possess?

What computer/programming/Web page skills, if any, do you possess?

Do you have experience planning major events/conferences or volunteering at major events/conferences? If yes, please briefly describe the event/conference and your responsibilities.

How many hours/days per week are you available and/or interested in interning? Please be specific about your desired schedule.

What will be your primary means of transportation to NCFA's office – Metro, bus, car, etc.?

Of the following categories, what would interest you most at NCFA (please check all that apply)?

- Event/Conference Planning
- Development/Fundraising
- Office Administration
- Accounting/Budgeting
- Agency Services
- Policy/Law
- Government Relations
- Communications/PR
- Other (please explain): _____

Do you have a personal connection to adoption? If yes, please explain.

Please list any other professional skills/interests you have that may benefit the National Council For Adoption.

How did you hear about NCFA?

References

Please provide two letters of reference and indicate below your references' names and phone numbers:

1) _____ Phone: _____

2) _____ Phone: _____

Résumé

Please submit a résumé with your application.

Writing Sample

Please submit at least one writing sample with your application. A writing sample can be a paper you have written for school, a letter or article published in your school or city newspaper, or a research project.

Once completed, return this application with a copy of your résumé and at least one writing sample to Lauren Ridenour by fax at (703) 299-6004 or by mail to 225 N. Washington Street, Alexandria, Virginia, 22314 or by e-mail at lridenour@adoptioncouncil.org.