



Direct Relief[®] INTERN APPLICATION

PLEASE ATTACH YOUR RESUME TO THIS APPLICATION

DATE APPLIED: / /

CONTACT INFORMATION

NAME

CURRENT ADDRESS

PERMANENT ADDRESS

HOME PHONE

STREET ADDRESS 1

STREET ADDRESS 1

MOBILE PHONE

STREET ADDRESS 2

STREET ADDRESS 2

OTHER PHONE

CITY

CITY

EMAIL

STATE ZIP

STATE ZIP

DO YOU CHECK EMAIL REGULARLY?

☐ YES ☐ NO

AVAILABILITY

Please be as specific as possible about your intended internship. Typical intern opportunities occur between normal business hours of 8:00 am–5:00 pm, unless otherwise noted. If you have specific requirements please indicate them below. Internship placement at Direct Relief can take anywhere from 2–4 weeks depending on availability and current openings with the staff. If you have questions about this please email Becca at BVangundy@DirectRelief.org.

HOW LONG ARE YOU ABLE TO INTERN AT DIRECT RELIEF?

(e.g. semester length, number of months, ongoing)

HOW OFTEN ARE YOU AVAILABLE ON A WEEKLY BASIS TO COME IN?

ARE THERE ANY SPECIFIC REQUIREMENTS WE SHOULD BE AWARE OF?

EDUCATIONAL BACKGROUND

UNIVERSITY

MAJOR

GPA INTENDED DATE OF GRADUATION

WILL YOU BE ABLE TO INTERN AFTER GRADUATION?

☐ YES ☐ NO

1. RELEVANT FIELD TRAINING/WORK EXPERIENCE:

2. HAVE YOU TRAVELED, STUDIED AND/OR WORKED OUTSIDE THE U.S.?

(OVER)

INTERNSHIP FOCUS

Direct Relief’s internship projects range in length and often overlap in different departments, skills, and emphases. Flexibility in an intern is greatly valued and willingness to both try new tasks and complete simplistic ones is appreciated. There are some projects that have a specific emphasis and time frame, but most are diverse and open-ended.

WHAT DO YOU HOPE TO ACCOMPLISH BY THIS INTERNSHIP?

ARE YOU WILLING TO INTERN IN AREAS OTHER THAN YOUR INTENDED EMPHASIS? Please explain why/why not.

INTERNSHIP EMPHASIS

Please check all that apply as this will help in the placement process. An asterisk (*) by an item indicates that previous training or experience should be described in the space provided below the category.

ADMINISTRATION

- ☐ SORTING/FILING
- ☐ BOOKKEEPING/ACCOUNTING
- ☐ PHONES
- ☐ TYPING
- ☐ DATA ENTRY
- ☐ COPYING
- ☐ OTHER ADMIN EXPERIENCE *

CORPORATE & FOUNDATION RELATIONS

- ☐ REPORTS/GRAPHIC DESIGN *
- ☐ PUBLIC OUTREACH
- ☐ OTHER PI EXPERIENCE
- ☐ INTERNET RESEARCH
- ☐ DONATION SOLICITATION

PROGRAMS DEPT.

- ☐ RESPONSE TO ASSISTANCE REQUESTS
- ☐ DATA ENTRY
- ☐ TRANSLATION *
- ☐ PROJECT RESEARCH
- ☐ VIDEO/MEDIA EDITING *
- ☐ OTHER PROGRAMS EXPERIENCE *

MARKETING/COMMUNICATIONS

- ☐ ADOBE CREATIVE SUITE *
- ☐ INTERNET RESEARCH
- ☐ PUBLIC OUTREACH
- ☐ MICROSOFT OFFICE SUITE 2007 *
- ☐ VIDEO/PHOTO/MEDIA EDITING
- ☐ REPORTS/GRAPHIC DESIGN *
- ☐ OTHER MARKETING/ COMMUNICATIONS EXPERIENCE *

INFORMATION TECHNOLOGY

- ☐ DATA ENTRY
- ☐ MICROSOFT OFFICE SUITE 2007 *
- ☐ SAP *
- ☐ HTML CODING
- ☐ OTHER IT EXPERIENCE *

SPECIAL EVENTS

- ☐ HOSPITALITY
- ☐ EVENT SETUP/BREAKDOWN
- ☐ KITCHEN ASSISTANCE
- ☐ EVENT PLANNING SUPPORT
- ☐ EMERGENCY/DISASTER RESPONSE CLERICAL HELP
- ☐ PRODUCT SORTING/PACKING
- ☐ OTHER SPECIAL EVENTS EXP *

(If you checked Emergency Response Clerical Help, please indicate in the Administration section above).

LANGUAGE

DO YOU SPEAK, READ, OR WRITE ANY FOREIGN LANGUAGES?

Please indicate your level of language proficiency on the table at right.

1 = BASIC / 5 = PROFICIENT/FLUENT

Please only use a “5” if you speak fluently as a first or second language.

LANGUAGE	YRS.			
	STUDIED	SPEAKING	READING	WRITING
1. _____				
2. _____				
3. _____				