

# INTERNSHIP APPLICATION

*Thank you for choosing to apply to intern with Global Exchange. If you have any questions, please email [interns@globalexchange.org](mailto:interns@globalexchange.org)*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address:(current) \_\_\_\_\_

(permanent) \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (other) \_\_\_\_\_

Email: \_\_\_\_\_

How did you hear about Global Exchange? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In reviewing our Internship Opportunities, please list your first and second choice opportunities. Visit [www.globalexchange.org/getinvolved/volunteer.html](http://www.globalexchange.org/getinvolved/volunteer.html).

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Please state your skills. Be as specific as possible, and feel free to use an additional page if necessary.

Language \_\_\_\_\_

\_\_\_\_\_

Media/Public Relations \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event organizing \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Computer (proficiency with platforms, databases, etc.) \_\_\_\_\_

\_\_\_\_\_



Please answer the following—use an additional page if necessary.

Describe your commitment to social change. \_\_\_\_\_

What life experiences and life values would you bring to Global Exchange? \_\_\_\_\_

Please provide us with the approximate date of when you would like to begin your internship, and the approximate duration (minimum 1-month for Fall, Winter and Spring and 3-months for Summer).

**SPRING**

Dates: \_\_\_\_\_ Duration: \_\_\_\_\_

**SUMMER**

Dates: \_\_\_\_\_ Duration: \_\_\_\_\_

**FALL**

Dates: \_\_\_\_\_ Duration: \_\_\_\_\_

**WINTER**

Dates: \_\_\_\_\_ Duration: \_\_\_\_\_

Note: Application deadline for Summer is March 15. Deadline for Fall, Winter and Spring is rolling. \_\_\_\_\_

Please state the number of hours per week you would be able to intern (min. 15): \_\_\_\_\_

**IMPORTANT!**

**You MUST include with your completed application the following supporting documents as described in the Message from the Coordinator:**

1. A cover letter stating why you are interested in interning at Global Exchange and what strengths you could bring to the organization.
2. Your résumé
3. Two letters of recommendation and/or two references

**Thank you for applying to the Global Exchange Internship Program.  
Please return this application and all supporting documents as soon as possible. Mail to:**

**Global Exchange Internship Program Coordinator**

**2017 Mission St., # 303**

**San Francisco, CA 94110**

**Phone: 415-255-7296**

**Fax: 415-255-7498**