

2010 INTERN REQUEST FORM
THE FUND FOR AMERICAN STUDIES

Return via email to internships@tfas.org or by fax at 202.986.8930

SECTION 1. CONTACT INFORMATION

Organization: _____ Department: _____

Intern Coordinator: _____ Email: _____

Intern Supervisor: _____ Email: _____

Phone: _____ Fax: _____ Website: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Section 2. Describe your organization

- Political: Government Offices, Policy Groups, Political Organizations, Legal, Int'l Affairs
- Journalism: Print/Broadcast/Internet Media Outlets, News Services, Public/Media Relations
- Government Affairs: Lobbying Firms, Government Affairs Depts.
- Nonprofit/Community Service: Charitable Organizations, Foundations, Community Programs

Additional information: _____

Does your organization have any partisan affiliation or ideological inclination? If yes, please describe:

SECTION 3. JOB DESCRIPTION *(please attach any additional information)*

- Clerical/Administrative Research/Projects Combination – Clerical/Research

Brief description of duties: _____

SECTION 4. QUALIFICATIONS -- *Please indicate any particular skills you would like an intern to have.*

- Clerical Research Economics/Analysis Event Planning
 Legal/Legislative Computer Programs US Citizenship required Editing
 Writing Language: _____
 Other: _____

SECTION 5. PLACEMENT PROCESS – *Please indicate the materials that you would like to review:*

- Resume Writing Sample Phone Interview Recommendation Letter
 Transcript Application/form for the student to complete *(please include)*
 Other: _____

Do you have a deadline for considering interns? Please note: _____

If you would be willing to take more than one intern, indicate how many you would be able to host: _____

- Are you interested in serving as a Mentor or Speaker this Summer?