



## INTERNSHIP APPLICATION FORM

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

# GENERAL INFORMATION

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

Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_

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

College Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Temporary Address (If living off-campus): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Emergency Contact*

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

Phone: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Employment Eligibility Status*

Are you a US Citizen? \_\_\_\_\_

Do you have a student visa/work permit in the US? \_\_\_\_\_

If YES, what is the expiration date? \_\_\_\_\_

*Social Media Handles*

*(Content will be reviewed to ensure your media presence is aligned with the values of the American Hellenic Institute)*

Facebook Handle: \_\_\_\_\_

Instagram Handle: \_\_\_\_\_

Twitter Handle: \_\_\_\_\_

TikTok Handle: \_\_\_\_\_

LinkedIn Handle: \_\_\_\_\_

# ACADEMIC INFORMATION

Current College: \_\_\_\_\_

Current / Incoming Academic Year: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

Eligible for College Credit? \_\_\_\_\_

Major: \_\_\_\_\_

Minor (If Applicable): \_\_\_\_\_

GPA: \_\_\_\_\_

## *Academic Adviser Contact*

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

Phone: \_\_\_\_\_

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

*Additional Education History*

High School: \_\_\_\_\_

GPA: \_\_\_\_\_

Other Academic Institutions Attended: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# PREVIOUS EMPLOYEMENT INFORMATION

#1

Name of Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#2

Name of Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#3

Name of Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# TECHNICAL EXPERIENCE INFORMATION

*Rate your ability in the following skill areas on a scale of 1-10*

Research: \_\_\_\_\_

Writing: \_\_\_\_\_

Social Media: \_\_\_\_\_

Graphic Design: \_\_\_\_\_

Video Editing: \_\_\_\_\_

*Rate your ability with the following programs on a scale of 1-10*

Microsoft Excel: \_\_\_\_\_

SquareSpace: \_\_\_\_\_

Mail Chimp: \_\_\_\_\_

Zoom: \_\_\_\_\_



Provide a **brief** answer to the following questions

Why do you want to intern for the American Hellenic Institute?

What is your relationship to Hellenism?

Have you had any involvement with Greek/Cypriot/Hellenic communities or organizations?

How will this internship relate to your career goals?

What policy areas do you have interest in?



# SCHEDULE INFORMATION

## *Internship Session(s)*

Winter       Fall       Spring       Summer

## *Internship Dates*

Available Start Date: \_\_\_\_\_

Available End Date: \_\_\_\_\_

## *Internship Hourly Availability*

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

## REFERENCE INFORMATION

*Select how you learned about the AHI Internship Program*

- AHI Website
- Social Media
- School Career Fair
- Former AHI Intern (specify) \_\_\_\_\_
- Former AHI Employee (specify) \_\_\_\_\_
- Current AHI Intern (specify) \_\_\_\_\_
- Current AHI Employee (specify) \_\_\_\_\_
- Other person (specify) \_\_\_\_\_
- Newspaper
- Other \_\_\_\_\_

# SIGNATURE REQUIREMENT

*I certify that all statements in this application are true and complete to the best of my knowledge. I understand that any false or incomplete answers may be grounds for dismissal.*

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SUBMISSION STEPS

Send the following materials in an email with the subject line  
**“INTERNSHIP APPLICATION: [Full Name]”** to [Alexander.Christofor@AHIworld.org](mailto:Alexander.Christofor@AHIworld.org)

- 1) Completed Internship Application Form
- 2) Resume
- 3) Cover Letter
- 4) Academic Transcript
- 5) One writing sample (3-5 pages)
- 6) Minimum of three professional references

If you are selected to move forward in the application process, you will be contacted and an interview will be arranged.

For any questions, contact:

Name: Alexander Christofor

Email: [Alexander.Christofor@AHIworld.org](mailto:Alexander.Christofor@AHIworld.org)

Phone: (202) 875-4889