



# The United States of Hope

## Internship Application Process

### Instructions

Thank you for your interest in our internship program. The United States of Hope (USOH) provides humanitarian aid, faith based programs, and educational services to families in the midst of war, conflict and natural disaster through moral, legal, financial and civil support.

We pride ourselves in providing an internship that allows interns to gain hands-on experience in many humanitarian fields of concentration. Interns gain a variety of skills depending on their area of focus: political affairs, international affairs, social work, community outreach, grant writing, veterans affairs and more.

### Eligibility and Availability

Our program is open to college students, recent college graduates, and members of the community. Most internship opportunities require candidates to be available for a minimum of 15- 20 hours per week during daytime business hours in order to participate. Internships are not available during evenings or weekends, unless specifically approved by USOH.

To apply for USOH internships please visit: [www.unitedstatesofhope.org](http://www.unitedstatesofhope.org) to download the application.

### Your Application Package Should Contain the Following Items:

1. Fully completed application including the five essay questions
2. 2- paragraph professional biography
3. Letters of Reference  
Include 3 letters of reference. Letters of reference should come from people who you have worked with you in some capacity. Teachers, academic advisors, former supervisors, and members of organizations you've volunteered for make great references.
4. 1 clear and professional digital photo

Send two (2) copies of your complete application and all materials to the following address:

The United States of Hope  
PO Box 8576  
Missoula, MT 59807

Or email all scanned materials to:

[samuel@unitedstatesofhope.org](mailto:samuel@unitedstatesofhope.org)  
[lilly@unitedstatesofhope.org](mailto:lilly@unitedstatesofhope.org)

**Please note:** All submitted materials become property of The United States of Hope and will not be returned. Please do not staple application materials. Use only binder and/or paper clips.

# USOH Internship Application

The United States of Hope seeks diversity in the work force. To be considered for an internship, you must submit a completed application form along with all completed essays and your resume.

## PERSONAL INFORMATION

First Name: \_\_\_\_\_ D.O.B.: \_\_\_/\_\_\_/\_\_\_ Age: \_\_\_\_\_

Last Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_\_\_  
Profession: \_\_\_\_\_

\_\_\_\_\_  
G.P.A: \_\_\_\_\_

Country & State of Origin \_\_\_\_\_ Medical Conditions, if any: \_\_\_\_\_

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

## AREAS OF INTEREST

To best match potential interns with positions we have available, please rank your top 5 areas of interest in our organization from 1 to 5, 1 being your 1st choice. Each area has a limited number of internship slots. If we cannot place you in your first choice, you will automatically be considered for your second or third choices. Not all internships are available during all terms.

- \_\_\_ International Affairs/ Iraq
- \_\_\_ International Affairs/ Afghanistan
- \_\_\_ International Affairs/ Sudan
- \_\_\_ Political Affairs
- \_\_\_ Veteran Affairs
- \_\_\_ International Adoption/Orphan Aid
- \_\_\_ Community Reach
- \_\_\_ Fund Raising
- \_\_\_ Grant writing
- \_\_\_ Social work
- \_\_\_ Campaigns
- \_\_\_ Technology/ Web Development

*Please note: Overlap of these specialties may occur during USOH internship.*

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## AVAILABILITY

Which times of year are you able to work as an intern? Please circle all that apply:

Fall Term  
(Sept-Dec)

Winter Term  
(Jan- March)

Spring Term  
(March- June)

Summer Term  
(June- Sept)

Year \_\_\_\_\_

What days/hours are you available to work as an intern?  
Please check all available times.

<b>Day</b>	<b>AM 0800-1300</b>	<b>PM 1300-1800</b>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Most internships require a 2-3 day commitment during daytime business hours. Internships are not available evenings and weekends.

## OTHER INFORMATION

If you are currently enrolled in a college or university, will this internship count towards academic credit?

Yes\_\_\_

No\_\_\_

Are you currently working with other organizations?  
*If your answer is Yes, please list your affiliations below.*

Yes\_\_\_

No\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever applied for an internship with us before?

Yes\_\_\_

No\_\_\_

Are you, or are you a family member of, a Veteran?

Yes\_\_\_

No\_\_\_

Do you have a valid drivers license?

Yes\_\_\_

No\_\_\_

Do you have a vehicle? If not, what is your mode of transportation?

Yes\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## HOW DID YOU HEAR ABOUT OUR INTERNSHIP PROGRAM?

Please check all that apply:

- University
- The United States of Hope website
- Newspaper Ad
- Friend
- Other \_\_\_\_\_

## EXPERIENCE SUMMARY

Please check all software packages you have experience with:

- |  |                                     |                                      |
|--|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Adobe Audition    | <input type="checkbox"/> Access     | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Adobe Illustrator | <input type="checkbox"/> Excel      | <input type="checkbox"/> Sound Forge |
| <input type="checkbox"/> Adobe InDesign    | <input type="checkbox"/> Word       | <input type="checkbox"/> I Works     |
| <input type="checkbox"/> Adobe Photoshop   | <input type="checkbox"/> Web Design | <input type="checkbox"/> Dreamweaver |
| <input type="checkbox"/> Outlook Express   | <input type="checkbox"/> HTML       |                                      |

Please describe any other skills or other internship-related qualifications that would support your application:

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## ESSAY QUESTIONS

On a separate sheet, please answer the following questions. Total questions should be no longer than 3 pages.

1. Please describe why you want to be an intern at The United States of Hope. Describe how an internship would help you achieve your career goals.
2. What skills do you wish to learn or enhance during your internship with The United States of Hope?
3. What draws you to your first choice internship? Include why you would be a good match for USOH.
4. Some internships are very competitive and fill quickly. We may be unable to place you in your first choice internship. What draws you to your second and third choice?
5. Briefly describe your research experience.

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## APPLICANT'S SIGNATURE

I certify that all of my answers given here are true and complete to the best of my knowledge, and that supplying false information herein shall result in immediate disqualification for consideration for an internship, or termination from an internship regardless of when such false information is discovered.

By signing this agreement, I commit and promise to protect the confidentiality of any and all projects, people, clients, staff, board, and fellows worked on and with while at USOH as an intern. I am signing my willingness to enter this internship with the United States of Hope with a commitment to honor and protect the best interest of the organization, Samuel Redfern, his family, and other staff members and their families.

\_\_\_\_\_

Full Printed Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Date