

Internship Application

Please send this application, a cover letter and your resume to the contact listed below:

Delana Smiley, Programs Coordinator

dsmiley@mcbridefoundation.org

Contact Information

Full Name	
Current Street Address	
City, State Zip	
Phone Number (preferred)	
Email Address	
College/University Attending	
Year in College	
Major	
Minor (if applicable)	

Availability

Please list the hours between 8:30 am – 5:00 pm that you are available to work in the McBride Foundation office. **Note: The McBride Foundation requires a minimum of 12 hours of work each week*

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Please specify the semester/time-frame you would like to work for the Foundation (Spring, Summer or Fall)

Qualifications

Summarize all skills and qualifications you have that will be beneficial to your work for the McBride Foundation (i.e. software proficiency, office experience, etc.)

Please identify reasons why you should be considered for an internship with the McBride Foundation.

Previous Experience

Please list all office experience and previous nonprofit experience, including volunteer work

References

Please list **2 professional** references. Include contact information (name, email, address, phone number and relationship to you)

1.

2.

Organization Policy

It is the policy of the McBride Foundation to provide equal opportunity to applicants, without regard to race, color, religion, sex, national origin, age, disability, genetic information, or veteran status

Thank you for completing this application and for your interest in an internship with the McBride Foundation.