

United States Department of Justice

Community Relations Service

Director's Internship Application



Name (Last, First, Middle): _____

Address: _____

E-mail: _____ Phone: _____

College/University: _____

Please check one: Undergraduate Student Post-Graduate Student

Year in School (Please circle one): 1st 2nd 3rd 4th 5th

Expected Graduation Date: _____ Cumulative GPA: _____

Major/Minor(s): _____

Academic/Career Interests: _____

Dates Available: _____

Other Degrees Held (Please specify College/University):

Are you a United States citizen? Yes No

How did you find about this internship? _____

Honors Recognition and Awards

Please list any honors, prizes, and/or awards you have received.

Please list any community service activities in which you have participated and/or leadership roles in which you have served.

Please list any and all computer skills, including specific programs with which you are proficient.

Are you fluent/ proficient in any language other than English? (Please Specify)

Essay

Please attach a response, limited to no more than 5 pages, answering the following questions. Be creative and original in your response.

1. Why do you think you should be selected as a Director's Intern at the Community Relations Services' National Headquarters?
2. What do you believe you would be able to contribute as a Director's Intern at the Community Relations Services' National Headquarters?
3. What do you believe you could take away from your experience at CRS?

Resume

Please attach a current resume.

Letters of Recommendation

We require two letters of recommendation from a professional or academic source with no family relations.

Transcript

Please have your most recent official university transcript mailed to our office in a sealed envelope. Make sure to request the transcript in advance, so that your complete application can be reviewed in a timely fashion. Transcripts which are not official, or which have not been mailed directly from your school will not be accepted.

Official Transcripts should be mailed to:

**United States Department of Justice
Community Relations Service
600 E Street, NW, Suite 6000
Washington, DC 20530**

Complete application materials, as well as any questions, should be sent via e-mail by March 15th to:

CRSInternCoordinator@usdoj.gov

Applicants will be notified of decisions by April 15th.

Affadavit

“I affirm that all information which has been submitted is to the best of my knowledge both true and accurate.

Signature _____ Date _____