



## INTERNSHIP APPLICATION

Thank you for your interest in Make-A-Wish<sup>®</sup> Central and Western North Carolina. We're always looking for bright and passionate individuals to engage in our work. To be considered for an internship, please complete the following application and send it to [internship@nc.wish.org](mailto:internship@nc.wish.org) with an updated copy of your résumé, a cover letter detailing your qualifications, and a writing sample.

### Personal Contact Information

Name (First and Last) \_\_\_\_\_ Nickname \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Are you 18 years of age or older? (Must be 18 or older to apply)  Yes  No

Are you willing to submit a background check?  Yes  No

### School and Student Information

School/University \_\_\_\_\_  
Major/Area of Study \_\_\_\_\_ Expected Grad. Date (mm/yy) \_\_\_\_\_  
Is this internship for college or class credit?  Yes  No  
If so, what are the total hours required? \_\_\_\_\_  
Will you require proof of hours completed?  Yes  No

### I'm applying for the following semester/term:

- Summer:** May 1<sup>st</sup> – August 31<sup>st</sup> (Applications due by March 1<sup>st</sup>)
- Fall:** September 1<sup>st</sup> – December 31<sup>st</sup> (Applications due by July 1<sup>st</sup>)
- Spring:** January 2<sup>nd</sup> – April 30<sup>th</sup> (Applications due by October 1<sup>st</sup>)

*\*Please note, our needs vary at any given time and internship start/stop dates are flexible.*

Please select an internship to apply for (may choose more than one):

- Development (Charlotte)
- Marketing/Communications (Charlotte)
- Development (Triad)
- Graphic Design (Charlotte)
- Mission Delivery (Charlotte)
- Volunteer Services (Triad)
- Finance/Accounting (Charlotte)

Availability and Hours

Make-A-Wish® interns may work in the office between the hours of 9 a.m. to 5 p.m., Monday through Thursday, and on Fridays from 9 a.m. to 2 p.m. Occasionally, events may occur on evenings or weekends. We ask all interns to commit to a total of 10 – 20+ hours/week in the office with a set weekly schedule.

How many hours per week can you commit?

- 10 – 15 hours/week
- 15 – 20 hours/week
- 20+ hours/week

What days and times are you available?

- Monday From \_\_\_\_\_ to \_\_\_\_\_
- Tuesday From \_\_\_\_\_ to \_\_\_\_\_
- Wednesday From \_\_\_\_\_ to \_\_\_\_\_
- Thursday From \_\_\_\_\_ to \_\_\_\_\_
- Friday From \_\_\_\_\_ to \_\_\_\_\_

Can you commit to volunteering at 1 – 2 external/internal events?  Yes  No

If selected for an internship, what specific dates would you be available to start/end?

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Do you acknowledge and understand that this internship is unpaid?  Yes  No

Attach your résumé, cover letter, and recent writing sample, and send your completed application to:

Make-A-Wish® Central and Western North Carolina  
Attn: Internships  
217 East Tremont Avenue  
Charlotte, NC 28203

Or email to [internship@nc.wish.org](mailto:internship@nc.wish.org).