



Armenian National Committee – Glendale Chapter Internship Program – 2009 Summer Session

PROGRAM DETAILS

The IP's 2009 Summer Session begins **May 18, 2009** and ends **August 21, 2009**. It will feature a weekly lecture series and meetings, joint projects, as well as networking events for the interns. Program participants will deliver presentations on their individual projects outlining their accomplishments and progress over the course of the session. The IP operates out of the ANC-Glendale Chapter offices in Glendale, CA. Participants must also complete a minimum of 12 hours, per week, in the process of their successful completion of the program. In doing so, participants may receive school credit. For more information about the 2009 Summer Session of the ANC-Glendale Chapter Internship Program, please e-mail the program coordinator, Elen Asatryan at elen@ancglendale.org or call (818) 243-3444.

APPLICATION INSTRUCTIONS

1. Please be sure that all portions of this application are completed and returned to the ANC-Glendale Chapter offices in a timely fashion. All application materials, including letters of recommendation, must be postmarked by **May 8, 2009**. All application materials must be mailed to:

**Armenian National Committee – Glendale Chapter
Internship Program – 2009 Summer Session
104 North Belmont Street, Suite 200B
Glendale, CA 91206**

2. You will receive an e-mail confirmation regarding the receipt of your application. Please note that the confirmation may include comments regarding the completeness of your application. Your application will not be regarded as complete until the office receives all materials, including your letters of recommendation. Only complete applications will be considered.
 3. Interviews will be scheduled with applicants and will take place starting the week of May 11, 2009. Applicants must complete the interview in order to be selected for the program.
 4. Address questions or concerns to the program coordinator at (818) 243-3444 or elen@ancglendale.org
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APPLICATION CHECKLIST

Remember to submit the following, postmarked by the **Friday, May 9, 2009** deadline:

- a completed **APPLICATION FORM** that
- includes your most current **RESUME** with the requested information included and
- includes your **PERSONAL STATEMENT**
- Have you also ensured that your recommenders have mailed their letters of recommendation along with the completed **RECOMMENDATION FORM** by the deadline?



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APPLICATION FORM

NAME: _____ DATE OF BIRTH: _____
ADDRESS: _____ FEMALE MALE
CITY: _____ STATE: _____ ZIP: _____
HOME PHONE: _____ CELL PHONE: _____ EMAIL: _____

I HEARD ABOUT THE ANC-GLENDALE CHAPTER
INTERNSHIP PROGRAM THROUGH: _____

AREA IF SPECIALIZATION: Please select the two areas of specialization that most interest you. This will be taken into consideration when evaluating your application and aid in, but not solely determine your placement within the program

- | | |
|---|---|
| <input type="checkbox"/> ADMINISTRATION AND DEVELOPMENT | <input type="checkbox"/> GOVERNMENT AFFAIRS |
| <input type="checkbox"/> PUBLIC AND MEDIA RELATIONS | <input type="checkbox"/> COMMUNITY AFFAIRS |
| <input type="checkbox"/> SPECIAL EVENTS/FUNDRAISING | |

RESUME: Please attach to the completed application form, your most current resume. This resume should be no more than two, 8.5"x11" pages in length. Be sure the resume includes:

- ❖ Outline your complete secondary and post-secondary educational background – Including majors/minors, years attended and GPA earned.
- ❖ Outline your employment history and professional experience – including names of employers and their addresses, dates employed, positions held, and responsibilities for each.
- ❖ List any honors or awards you have earned – include the name of the award, name of the granting agency, and year received for each.
- ❖ Your participation in or affiliation with professional and Armenian community organizations – include the name of the organization, position(s) held, and dates of membership.
- ❖ List any relevant skills and interests (e.g. computer skills, etc.).
- ❖ List the languages in which you can communicate and your proficiency in each (speak, read, write).

PERSONAL STATEMENT: Please write a brief statement on why you would like to be a participant in the ANC-Glendale Chapter Internship Program. Please note that your statement should discuss issues and facts, which have not been provided anywhere else in this application, while taking into consideration the following questions:

- Why have you selected the **AREAS OF SPECIALIZATION** indicated on your application?
- What do you hope to learn during your ten-week participation in the program?

Your personal statement should be no more than two, typed, 8.5"x11" pages. Please include your name, address, and the name of the educational institution in which you are enrolled on each page. Your personal statement should be attached to the completed application form at the time of submission.

LETTERS OF RECOMMENDATION: Please submit two letters of recommendation from two individuals, not related to you, with definite knowledge of your abilities and qualifications. One of the recommendations should ideally be from an individual who can speak of your involvement in your community. The letters should be accompanied by the enclosed recommendation forms, and submitted to the ANC-Glendale Chapter by the recommender directly, or be included in your application packet. All recommendation materials must be postmarked by **Friday, May 8, 2009**



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RECOMMENDATION FORM

RECOMMENDATION FORM # 1

APPLICANT NAME: _____
PHONE NUMBER: _____
E-MAIL: _____

RECOMMENDER NAME: _____
How long have you known the applicant? _____
In what capacity have you known the applicant? _____

Dear Recommender,
The above named applicant has applied for the Armenian National Committee–Glendale Chapter Internship Program. Your thoughts and recommendation will assist the selection committee in determining the applicant's capabilities and eligibility for this selective public affairs program.

PLEASE RETURN THIS FORM AND YOUR LETTER OF RECOMMENDATION TO:

**Armenian National Committee – Glendale Chapter
Internship Program – 2009 Summer Session
104 North Belmont Street, Suite 200B
Glendale, CA 91206**

DEADLINE: All application materials, including letters of recommendation must be postmarked by **Friday, May 8, 2009.**



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RECOMMENDATION FORM

RECOMMENDATION FORM # 2

APPLICANT NAME: _____

PHONE NUMBER: _____

E-MAIL: _____

RECOMMENDER NAME: _____

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

Dear Recommender,

The above named applicant has applied for the Armenian National Committee–Glendale Chapter Internship Program. Your thoughts and recommendation will assist the selection committee in determining the applicant's capabilities and eligibility for this selective public affairs program.

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