



Summer 2009 Internship Application

Requirements

All internship applicants must be enrolled in undergraduate or graduate school, or recent graduates from those institutions. Please keep in mind that our internships are unpaid.

Deadlines

Applications, as well as required documents, are due by Tuesday, April 14, 2009. All documents should be sent, faxed, or emailed to Los Angeles office (contact information is available below). Summer internships will last from June to August, and will be flexible depending on school schedules. If you are a student, we will work with your school so you can receive academic credit or work study pay, but you are responsible for all paper works.

Required Documents (to accompany application form)

- Cover Letter & Resume
- References (3)
- Letters of Recommendation (2)
- Writing Sample (1.5 - 2 pages)
- Essay describing your interests, skills, and expectations of your MPAC internship (no more than 2 pages)

Which MPAC office are you interested in working for?

- Washington, DC Los Angeles, CA

Internship Type (Rank in order of preference, 1=highest, 8=lowest)

- | | |
|--------------------------|----------------------------|
| ___ Media Affairs | ___ Research/Publications |
| ___ Governmental Affairs | ___ Administrative |
| ___ Community Affairs | ___ Graphic Design |
| ___ Website | ___ Other, please specify: |

Personal Information

Name: _____ Gender: M / F

Social Security #: _____ Birth date: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Emergency Contact Information

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Employment

Most Recent Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____

Supervisor: _____

Education

Undergraduate College/University: _____

Academic Level: 1 2 3 4 G Graduation Date: _____

Major/Minor: _____

Transportation (Note: L.A. & DC offices are both Metro accessible)

Do you have access to consistent transportation? Y / N

If not, what are your plans? _____

Availability

- Full-time
- Part-time (please specify: _____)

How did you find out about this internship?

- MPAC Website/Email
- MPAC Staff
- Campus Newspaper (please specify: _____)
- Student Organization (please specify: _____)
- Other (please specify: _____)

Internship Agreement

I hereby state that the above information is accurate and that, in the event that I am selected for the position of Intern, I will perform the duties thereof to the best of my abilities.

Signature: _____ Date: _____

Submitting Your Application

Please mail, fax or email completed materials by April 14, 2009 to our Los Angeles office to be considered for internship program.

MPAC Los Angeles Office
The Muslim Public Affairs Council
3010 Wilshire Blvd., Suite 217
Los Angeles, CA 90010
Tel (213) 383-3443 / Fax (213) 383-9674

*If you have any questions, contact Communications Coordinator Zabie Mansoori
zabie@mpa.org or 213-383-3443.*