

Application Instructions for DC Marketing Associates

A completed application will consist of the following items in this order:

1. Completed Application Form
2. Cover Letter describing your interest in an IJM internship
3. Resumé with links to an online reel/portfolio or send a PDF containing 3-4 work samples to Associates@IJM.org.
4. Application Form Addendum
5. Statement of Faith (if not addressed in cover letter)
6. Two Reference Forms (in self-enclosed envelopes)
7. Official transcripts of all undergraduate and graduate studies
8. Optional: Hard copy DVD reel or design portfolio.
We regret that entries and disks cannot be returned.

Application Form Addendum

There is no form for the addendum. Applicants should answer all five questions on a one page document.

Statement of Faith

All IJM intern candidates must be in agreement with the Apostles' Creed and subscribe to an orthodox Christian faith. The statement of faith should describe your Christian faith and how it is relevant to your involvement with IJM. The statement can either be incorporated into your cover letter or submitted as a separate document. It should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.

References

All internship candidates must submit one "IJM Work or Academic Reference Form" and one "IJM Spiritual Reference Form".

Official Transcripts

IJM requires official transcripts of all undergraduate and graduate studies.

Format of Application Materials

IJM strongly prefers all application materials to arrive together in one large envelope. If necessary, some application materials can be sent separately. For those who reside outside the United States, emailing portions of your application is acceptable.

Applications are run through a copier and scanner, so please make sure to note the below instructions:

- Please do not staple or paper clip your papers together.
- Please print your materials on standard white paper. Documents should be one-sided.
- IJM does not have a specific margin requirement. Documents may be single or double spaced.

Dates and Confirmation Email

- Applications should arrive at IJM's P.O. Box by the deadline date.
- For security reasons, IJM is not able to release our physical address. Please note that although USPS Priority Mail allows for packages to be delivered to P.O. Box addresses, this service is not available through carriers such as FedEx, DHL and UPS. We are not able to accept overnight or express shipments from these carriers. Please take this into account as you make plans to mail your application before the deadline.
- It may take up to two days for IJM to receive the application in the office from the P.O. Box. IJM will send an email confirmation within 3 business days of receiving your completed application.
- IJM does not send confirmation emails for individual pieces of your application that may have been sent separately. The applicant will be notified if required items have not been received when needed for review.

More information on applications can be found on the FAQ page

International Justice Mission® DC Marketing Associate Application

Name		Email	
Phone		Alt. Phone	
Address		Graduation Date	
College		Major(s)	GPA:
Graduate School		Degree	GPA:

Training Week: Please indicate the earliest Washington DC training session you would be able to attend:

<input type="checkbox"/> January Training Week	<input type="checkbox"/> June Training Week
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Please indicate the position(s) for which you are applying by checking the appropriate box(es):

<input type="checkbox"/> Film Production	<input type="checkbox"/> Graphic Design
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Please indicate the session for which you are applying by circling the appropriate session:

<input type="checkbox"/> Spring (January–June)	<input type="checkbox"/> Summer (June–December)
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Foreign Language Skills:	Level of Expertise (Check all that apply)			
Languages (other than English)	Conversational	Fluent	Can read & comprehend a college level document.	Can compose a letter or report to a government official.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructions for Application Form Addendum

Please answer the following questions on a separate document. Fit all five answers within a one page, single-sided document. (Not one page per question, but one page for all 5 questions.)

1. List your experiences living outside of your home nation beyond one week, noting the specific length, the purpose of and activities conducted during your trip.
2. List and briefly describe your current and prior commitments to social justice or service to the poor and vulnerable.
3. How did you first hear about IJM? Through what avenues have you become more familiar with IJM's work and internship program? Please list locations of speaking engagements and names of contacts if appropriate.
4. Briefly describe how you see an IJM internship experience impacting your future?
5. List the dates of involvement, name and location (city and state) of your home church(es).

Please mail your application materials to:	Please send items <u>together</u> in one mailing in the following order:
<p>International Justice Mission Attn: Marketing Associate Applications PO Box 58147 Washington, DC 20037-8147</p> <p>PDF Samples only can be sent to Associates@IJM.org</p> <p><u>Please note:</u> For security reasons, IJM is not able to release our physical address. Please send your application via standard mail. UPS, DHL and FedEx will not deliver to a P.O. Box.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Completed DC Internship Application Form <input type="checkbox"/> Cover Letter describing your interest in an IJM internship <input type="checkbox"/> Resumé including links to online reel/portfolio <input type="checkbox"/> Application Form Addendum <input type="checkbox"/> Statement of Faith (if not addressed in cover letter) <input type="checkbox"/> 2 Reference forms <input type="checkbox"/> Official transcripts of <u>all</u> undergraduate & graduate studies <input type="checkbox"/> Optional: DVD Reel or Hard copy print portfolio <p>IJM will send an email confirmation within 3 business days of receiving your completed application.</p>

Questions: Please refer to the **Frequently Asked Questions** section of the Internships and Fellowships page on www.ijm.org.