



Application Instructions for Serving Leaders' Developing and Equipping Intern Program

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

1. Completed Application Form
2. Cover Letter describing your interest in a Serving Leader internship
3. Resume
4. Application Form Addendum
5. Two Reference Forms (in self-enclosed envelopes)
6. Transcript(s) of all undergraduate and graduate studies
7. Two page Writing Sample (can be excerpted from a longer sample)

Application Form Addendum

There is no form for the addendum. The questions for the addendum are listed in the application form. Applicants should answer all three (3) questions on a one page document.

References

Internship candidates submit a total of two (2) references from their choice of any two (2) of the following settings: academic, spiritual, or work.

Transcripts

Serving Leaders requires transcripts of all undergraduate and graduate studies. These do not have to be "official" transcripts.

Format of Application Materials

Serving Leaders strongly prefers all application materials to arrive together in one large envelope. If necessary, some application materials can be sent separately.

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.
- Serving Leaders does not have a specific margin requirement. Documents may be single or double spaced.

Confirmation E-mail

Serving Leaders will send an email confirmation within 3 business days of receiving your completed application.

Serving Leaders 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.

Serving Leaders' Developing and Equipping Intern Program Application

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

Please indicate the focus area(s) which you are interested in working in:

- Communications, Information Technology, Multimedia Production, Public Relations, & Social Networking
- Business Impact Measurement and Case Study Development
- Non-profit Leadership and Development
- Library Science and Archiving

Instructions for Application Form Addendum

Please answer the following questions on a separate document. Fit all answers within a one page, single-sided document. (Not one page per question, but one page for all three (3) questions.)

1. How did you first hear about Serving Leaders? Through what avenues have you become more familiar with Serving Leaders work and internship program? Please list locations of speaking engagements and names of contacts if appropriate.
2. Briefly describe how you see a Serving Leaders internship experience impacting your future?
3. List dates of involvement, name and location (city and state) of any faith communit(ies) you are a part of.

Please mail your application materials to:	Please send items together in one mailing in the following order:
Serving Leaders Attention: Intern Program 100 Ross St Flr 4 Pittsburgh, PA 15219	<ul style="list-style-type: none"> <input type="checkbox"/> This completed Internship Application Form <input type="checkbox"/> Cover Letter describing your interest in a Serving Leaders internship <input type="checkbox"/> Resume <input type="checkbox"/> Application Form Addendum <input type="checkbox"/> 2 Reference forms <input type="checkbox"/> Transcript(s) of all undergraduate & graduate studies <input type="checkbox"/> Writing Sample (can be excerpted from a longer sample) Serving Leaders will send an email confirmation within 3 business days of receiving your completed application.

Questions: If you have any questions, contact Matt Pritchard at mpritchard@servingleaders.com

