

# Application Instructions for IJM Internships

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A completed application will consist of the following items. Please send all items together in one mailing to:  
International Justice Mission, Attn: Internship Program, PO Box 58147, Washington, DC 20037.

1. Completed Application Form
2. Cover Letter describing your interest in an IJM internship
3. Resume
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. Writing Sample (can be excerpted from a longer sample)

## Application Form Addendum

Applicants should answer all questions on a one page document.

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. Briefly describe how you see an IJM internship experience impacting your future.

## Statement of Faith

All IJM candidates must be in agreement with the Apostles' Creed and subscribe to an orthodox Christian faith. Please describe your Christian faith and how it is relevant to your involvement with IJM. This statement should outline your spiritual journey and discuss your current spiritual disciplines (prayer, study, etc.), including your current place of worship.

## References

All 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.

## Writing Sample

Non-Legal Internships: 2-page sample on any subject

Legal Internships: 4-page legal writing sample

## Format of Application Materials

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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

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- 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.

*More information on applications can be found on the FAQ page [www.ijm.org/internships](http://www.ijm.org/internships)*

# International Justice Mission – Internship Application Form

<b>Name</b>		<b>Email</b>	
<b>Phone</b>		<b>Alt. Phone</b>	
<b>Address</b>		<b>Graduation Date</b>	
<b>University</b>		<b>Major(s)</b>	GPA:
<b>Graduate School</b>		<b>Degree</b>	GPA:
<b>For which internship are you applying?</b> (Please note all sessions begin with a mandatory training week. See website for details.)			
<input type="checkbox"/> <b>Washington, DC</b> <input type="checkbox"/> Spring (January – April) <input type="checkbox"/> Summer (June – August) <input type="checkbox"/> Fall (September – December) <input type="checkbox"/> Summer Legal (June – August)		<input type="checkbox"/> <b>International (9-12 months)</b> <input type="checkbox"/> Jan./Feb. Deployments <input type="checkbox"/> Jun./Jul. Deployments <input type="checkbox"/> Sept./Oct. Deployments <input type="checkbox"/> Summer Legal (June – August)	
<b>For which internship positions are you applying (list the titles for all positions of interest):</b>			
<b>Foreign Language Skills:</b>		<b>Level of Expertise (Check all that apply)</b>	
Languages (other than English)	Conversational	Fluent	Can read & comprehend a college level document.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Can compose a letter or report to a government official.</b>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>How did you hear about IJM &amp; our internship program? (Check all that apply)</b>			
<input type="checkbox"/> An IJM speaker at church <input type="checkbox"/> An IJM speaker at a non-church engagement <input type="checkbox"/> From an IJM employee or intern/fellow Please specify: <input type="checkbox"/> Internship advertisement Please specify: <input type="checkbox"/> From a friend, family member or colleague		<input type="checkbox"/> Internet Search <input type="checkbox"/> Gary Haugen's books <input type="checkbox"/> News story Please specify: <input type="checkbox"/> Other Please specify:	
<b>List the dates of involvement, name and location (city and state) of your home church(es).</b>			
<b>Have you previously applied for an internship or job with IJM?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Would you like to receive updates about IJM's casework &amp; giving opportunities?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Questions:</b>	Please refer to the Frequently Asked Questions section of the Internships and Fellowships page on <a href="http://www.ijm.org">www.ijm.org</a> .		

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