Internship Program

Please email your completed application to:

HR@usatf.org

If you would prefer to mail in your entry, please address to:

USA Track & Field
Attn: Internship Program
132 E. Washington St., Suite 800
Indianapolis, IN 46204
Fax: 317-261-0514

Visit us online at www.usatf.org

USA TRACK & FIELD INTERNSHIP PROGRAM APPLICATION

General Instructions: Please answer each question fully and attach a current resume. If you need additional space to answer a question, please attach additional sheets. Incomplete applications will not be considered. USA Track & Field may request writing samples, other work samples, or an official transcript at a later date (legal, marketing and communications applicants should submit samples with this application – see detail at the bottom of this page). You may submit writing or other samples with your application as long as the sample is copied onto 8 ½" x 11" paper and attached to this application. Application materials, including samples, will not be returned.

PERSONAL INFORMATION

School/Current Address

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Permanent Address, if different from above

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

INTERNSHIP SPECIFICS

USA Track & Field's internship program stresses flexibility – the start and end dates for each intern is tailored to individual schedules. All internships are a minimum of 10 weeks and a maximum of 12 weeks, unless other arrangements are made. The Summer term generally runs from June to August. The application deadline for the Summer of 2013 is Friday, March 1st, 2013.

Interns are usually assigned to one department/area for the duration of the internship – although all interns will get experience in a number of operational and programmatic areas. You are encouraged to select areas based on both your interests and your academic background. Please select up to three areas of interest:

Business Operations & Merchandise	_____	Legal & Business Affairs* ◊	_____
Elite Athlete/National Teams	_____	Marketing*	_____
High Performance/Coaching Education	_____	Media & Communications**	_____
Events	_____	Membership & Associations	_____
Youth	_____	Website	_____
Executive Office	_____		

* Please submit at least one writing sample or other work product with your application.
** Please submit at least three writing samples with your application.
◊Successfully completed one year of law school.

On page 3 of this application, you will be asked to explain your reasoning behind these selections and comment on why you will succeed in your chosen areas of interest.

COLLEGE INFORMATION

School: _____

City: _____ State: _____ Zip: _____

Status: ☐ Undergrad ☐ Grad Year in School ☐ Fr ☐ So ☐ Jr ☐ Sr ☐ Grad

Expected Degree: _____ Expected Grad Date: _____

Major: _____ Minor: _____

Overall GPA: _____ Major GPA: _____

Is an internship required for your degree? _____

If allowed, how many credit hours can you earn with this internship? _____

Are you required to complete a project after your internship? _____

Please provide an academic reference (faculty members from your current college):

Name: _____ Department: _____

Email: _____ Phone: _____

If you participate in intercollegiate athletics, please complete the following:

Sport/Event: _____

Coach: _____

Email: _____ Phone: _____

COMPUTER SKILLS

Assess your proficiency with the following computer applications:

MS Word	_____	MS Expressions Web	_____
MS Excel	_____	Content Management Systems (list below)	_____
MS Power Point	_____	Internet research	_____
MS Access	_____	Other Databases	_____
MS Outlook	_____	Other (list below)	_____

Please rank each as: E – Expert; P – Proficient; G – General Familiarity; L – Limited; N – None

Describe, in the space below, any other special technology skills that you have, including familiarity with hardware support, internet page design, office networks, wireless applications, security and virus prevention:

ESSAY QUESTIONS

Attach an additional sheet if necessary; please try and limit responses to 200 words per question.

Explain why you chose your field of study and the type of work you plan to pursue after graduation.

Describe how your participation in our internship program will help USA Track & Field attain its organizational goals.

Please attach a current resume. Your resume should include recent job experience (work, internships, or volunteer), campus activities, and athletic achievements (if applicable). You may wish to modify the "standard resume" to include relevant sports experience (working at events or assisting with teams) and expand on your athletic background (include high school and college sports). Feel free to list additional references.

Please read carefully before signing the following statement:

By signing this application, I confirm that all statements made on this application and its attachments are true and complete. I understand that falsification of any information during the application or interview process is cause for immediate termination from the intern program. I authorize USA Track & Field to investigate my background and check references in order to determine my suitability for the internship program. All work samples submitted now or in the future are my own original work. If selected to be an intern, I will complete all work assignments and participate in all assignments to best of my ability.

Signature of Applicant Date Signature of Parent/Guardian if applicant is under 18

EQUAL OPPORTUNITY EMPLOYER – USA Track & Field is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, disability, marital status, veteran status or any other category protected by law. All employment decisions, including the hiring of interns, are based solely on job-related factors.

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