

# TransFair USA Internship Application

Attn: Meghan Rand  
email: [personnel@transfairusa.org](mailto:personnel@transfairusa.org)

TransFair USA  
1500 Broadway, Suite 400  
Oakland, CA 94612  
Fax: 510 663-5264  
[www.FairTradeCertified.org](http://www.FairTradeCertified.org)

**You MUST include the following items with your completed application:**

- **Cover letter stating why you are interested in interning at TransFair USA and what strengths you could bring to the organization.**
- **Resume**
- **Brief (1-2 page max.) writing sample (preferably on a social justice issue)**
- **2 letters of recommendation and/or references.**

Be as specific as possible. If you are printing this form and need more space, feel free to use the back of the page.

**Name:**

**Date:**

**Address:**

**Phone:**

**Email:**

- 1) How did you hear about TransFair USA?
- 2) Please state your interests and/or experience with non-profit organizations, especially as related to our general requirements.
- 3) Which internship opportunities are you most interested in? Please list the departments in order of preference.
  - a)
  - b)
  - c)
- 4) Please state your skills and experience as related to the specific requirements of the internship opportunities in which you are most interested.
- 5) Please provide us with the approximate date of when you would like to begin your internship, and the approximate duration. Internships require a minimum commitment of 10 weeks unless otherwise stated in postings by each department (please review the description of the internship(s) you are applying for), and may continue up to 1 year. As an intern, you should plan on at least 20 hours of service per week; volunteering requires less of a time commitment.

**Dates available:**  
**Hours per week:**  
**References:**

Thank you for applying to the TransFair USA Internship Program. Please return this application and all supporting documents to TransFair USA as soon as possible via email (preferred), mail or fax.

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