



## John Fitzgerald Kennedy Library Foundation Communication and Marketing Internship Application

Name:

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College/University:

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School Address:

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Address:

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone(s): Home: \_\_\_\_\_ Other: \_\_\_\_\_

Email:

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Major Subject:

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School Year: \_\_\_\_\_ G.P.A.: \_\_\_\_\_

Which semester are you applying for?: Fall: \_\_\_\_\_ Spring: \_\_\_\_\_

Would you receive college credit for this internship?: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Do you receive work/study funds?: Yes: \_\_\_\_\_ No: \_\_\_\_\_

List two (2) references (name, title, institution, address, telephone number):

1.

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2.

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**Please attach the following supplemental materials to this application:**

1. A cover letter containing the following information:

- How you learned about the internship program.
- Why you specifically want to be an intern at the Kennedy Presidential Library.
- Briefly describe your career goals and how this internship would affect those goals.
- Briefly describe any additional skills, interests, or life experiences that you feel would be of particular value to your work at the Kennedy Presidential Library.

2. A one-page resume

3. 2 writing samples (at least one writing sample must be a non-published work such as a college essay or paper).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send all application materials to Rachel Day by mail or email.**

Rachel Day  
Director of Communications  
John F. Kennedy Library Foundation  
Columbia Point  
Boston, MA 02125-3313  
[Rachel.Day@JFKLFoundation.org](mailto:Rachel.Day@JFKLFoundation.org)