



# **ANCA Leo Sarkisian Internship**

**2011 APPLICATION PACKET - WESTERN REGION**

**POSTMARK DEADLINE: MARCH 15, 2011**



## ANCA Leo Sarkisian Internship 2011

WASHINGTON, DC, June 20-August 12

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### APPLICATION INSTRUCTIONS

1. Please be certain that all portions of this application are completed and returned to the ANCA-WR offices in a timely fashion. All application materials must be postmarked by **Tuesday, March 15, 2011**.
2. Please be certain that all pages of this application, including your personal statement, clearly indicate the following **Application Number**. Each page of this application includes space for the Application Number. Please note that applications downloaded from the internet do not require an application number.
3. For your convenience, three addressed envelopes are included in this packet. You may use them to submit your application, as well as provide them to your recommenders. Don't forget to provide stamps for them, if the letters will be sent separately from your application packet.
4. For your convenience, a postcard is provided, should you want to receive a receipt confirmation of your application packet. Simply, affix an appropriate stamp to the postcard and include it in your application packet. We will return the postcard to you as confirmation. We will also use the postcard to communicate comments. Please note that your application will no be considered complete until we received all materials, including your letters of recommendation. It is your responsibility to follow up with your recommenders and ensure that their letters are postmarked by **Tuesday, March 15, 2011**.
5. Always remember, if you have any questions or concerns, contact the ANCA-WR offices at 818.500.1918, or [internship@ancawr.org](mailto:internship@ancawr.org) .



# ANCA Leo Sarkisian Internship 2011

WASHINGTON, DC, June 20-August 12

## Application #: Internet Download

All application material must be postmarked no later than **Tuesday, March 15, 2011** to be considered for the 2011 Leo Sarkisian Internship Program. Applications postmarked after **Tuesday, March 15, 2011** will not be eligible for consideration.

### OFFICE USE ONLY

**DOP:** \_\_\_\_\_

**DOR:** \_\_\_\_\_

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**HM PHN** \_\_\_\_\_ **CELL** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**BIRTHDATE** \_\_\_\_\_  Male  Female

**CITIZENSHIP** \_\_\_\_\_ (For informational purposes only.)

**I PREFER TO BE CONTACTED VIA:**  
**Phone:**  Home  Cell  
 Email  
 Conventional mail

### I HEARD ABOUT THE ANCA LEO SARKISIAN INTERNSHIP THROUGH:

- Email
- AYF Chapter
- Former intern
- Self-initiated contact
- College career center
- Other
- News release
- Friend
- Local ANC chapter
- www.anca.org
- College Armenian club



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Please list all secondary and post-secondary institutions (high school and college/ university/trade school) attended, with the current or most recent institution as the first entry.

INSTITUTION NAME	CITY/STATE	MAJOR/MINOR	CREDITS	YEARS	GPA
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**LANGUAGE SKILLS**

_____	<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write
_____	<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write
_____	<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write
_____	<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write

**SKILLS/INTERESTS: PLEASE LIST ANY RELEVANT SKILLS AND INTERESTS.**

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**PROFESSIONAL EXPERIENCE:** Please list any professional experience (jobs, internships, volunteer work), which may be relevant.

EMPLOYER'S NAME/ADDRESS	POSITION HELD	EMPLOYMENT DATES	RESPONSIBILITIES
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**HONORS/AWARDS:** Please list any professional, educational, civic or other honors, awards and distinctions, which may be relevant.

NAME OF AWARD	DATE RECEIVED
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**MEMBERSHIPS/AFFILIATIONS:** Please list relevant memberships in and affiliations to organizations, and if applicable, include any positions held.

NAME OF ORGANIZATION	POSITION HELD	DATES OF MEMBERSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



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**PERSONAL STATEMENT:** Please write a brief statement on why you would like to be a participant in the ANCA Leo Sarkisian Internship Program. Please note that your statement should discuss issues and facts, which have not been provided anywhere else in this application, while taking into consideration the following questions:

- What do you hope to learn during your eight-week stay in Washington, DC?
- How will you use your acquired skills and ideas, upon your return, in your own community?

Your personal statement should be no longer than two typed 8.5x11 pages. Please include your name and your application number on the top right corner of each page. Your personal statement should be attached to this application packet at the time of submission.

**LETTERS OF RECOMMENDATION:** Please submit two letters of recommendation from two individuals, not related to you, with definite knowledge of your abilities and qualifications. One of the recommendation letters should ideally be from an individual, who can speak of your involvement in your community. The letters should be accompanied by the enclosed recommendation forms, and submitted to the ANCA WR by the recommender directly, or be included in your application packet. All recommendation materials must be postmarked by Tuesday, March 15, 2011.



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### RECOMMENDATION FORM #1

**APPLICANT NAME** \_\_\_\_\_

**APPLICANT PHONE** \_\_\_\_\_

**APPLICANT EMAIL** \_\_\_\_\_

Dear Recommender,

The above named applicant has applied for the Armenian National Committee of America Leo Sarkisian Internship Program. Your thoughts and recommendation will assist the selection committee in determining the applicant's capabilities and eligibility for this intensive and highly selective public affairs program in Washington, DC.

**RECOMMENDER'S NAME** \_\_\_\_\_

**HOW LONG HAVE YOU KNOWN THE APPLICANT?** \_\_\_\_\_

**IN WHAT CAPACITY HAVE YOU KNOWN THE APPLICANT?** \_\_\_\_\_

\_\_\_\_\_

### PLEASE RETURN THIS FORM AND YOUR LETTER OF RECOMMENDATION TO:

Armenian National Committee of America - Western Region  
Leo Sarkisian Internship Program  
104 North Belmont Street, Suite 200  
Glendale, CA 91206

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### **RECOMMENDATION FORM #2**

**APPLICANT NAME** \_\_\_\_\_

**APPLICANT PHONE** \_\_\_\_\_

**APPLICANT EMAIL** \_\_\_\_\_

Dear Recommender,

The above named applicant has applied for the Armenian National Committee of America Leo Sarkisian Internship Program. Your thoughts and recommendation will assist the selection committee in determining the applicant's capabilities and eligibility for this intensive and highly selective public affairs program in Washington, DC.

**RECOMMENDER'S NAME** \_\_\_\_\_

**HOW LONG HAVE YOU KNOWN THE APPLICANT?** \_\_\_\_\_

**IN WHAT CAPACITY HAVE YOU KNOWN THE APPLICANT?** \_\_\_\_\_

\_\_\_\_\_

### **PLEASE RETURN THIS FORM AND YOUR LETTER OF RECOMMENDATION TO:**

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