



Checklist of Documents to Submit With Your Application

You should prepare all of your application materials carefully, as they will often be referred to prospective internship sites after your acceptance!

Resume: Include a one-page resume that outlines your educational background, honors or recognitions, work experience, **activities**, special skills, etc. Please be sure to include any computer-related expertise or foreign language skills, as well as prior internships and community service activities. If you do not have a current resume, check with your campus career center for advice on format. TWC's online application provides resume samples.

Issues Essay: Please compose an essay of approximately 500 words to be used as a writing sample. This component of the application provides you with an opportunity to reflect on a key issue related to your professional field of interest and demonstrate your written communication skills to TWC and prospective internship site supervisors. TWC's online application provides essay samples.

Transcript: You should make arrangements to have an official transcript sent to The French American Fund. Our address is The Washington Center, ATTN: Enrollment Services, 78 Avenue Raymond Poincaré – 75116 Paris, France.

Letters of Recommendation: Two letters of recommendation are required. One of these letters must be from a faculty member, while the other may be from a professional supervisor. Neither letter should come from a family member or friend, and we suggest that you do not request letters from high school teachers. If you have below a 2.75 GPA, you will need to obtain three letters total (two of which should be from faculty members). Letters are submitted online directly by the recommenders.

TOEFL score, Copy of Passport.