



EDEN HOUSE  
New Orleans

# General Intern Application

Applicants must email this application and resume to [info@edenhousenola.org](mailto:info@edenhousenola.org)

Applicants are welcome to have a professor, supervisor, or mentor who can speak to their qualifications, work ethic, and character submit a professional letter of recommendation on their behalf by the application deadline to the same email as above.

Subject line of the email should be "Intern Recommendation- Name of Applicant"

Last Name Doe First Name Jane

Email janedoe@gmail.com Phone Number 123-456-7890

Local Address 123 Fourth St, NOLA 70175

Birth Date 01/01/2001 Profession/Major History, Political Science Years in NOLA 3

Expected Graduation (MM/YY) 05/22 Internship for course credit ( Y / N )

Applying for: Fall 2021  Spring 2022  Summer 2022

## What is your availability?

(Please include specific hours between 9am-5pm. Note: Our expectation is ~10 hours/week over 3 days/week.)

Monday: 9-5

Tuesday: 9-12

Wednesday: 9-12

Thursday: 9-12

Friday: 12-3

## Internship Responsibilities that interest you:

- Administration
- Development
- Fundraising
- Resident Support
- Social Media
  - Please submit 3-5 examples of media content
- Social Enterprise
- Other (please specify)

\_\_\_\_\_

Do you have access to a car and would you be willing to use it for Eden House needs?

(Mileage will be reimbursed) Yes  No

For Summer interns only: What are the dates you to which would be able to commit?

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_



### ***Short Answer Questions:***

#### **Tell us a little bit about yourself (besides what we can see from your resume).**

I grew up in a small town that had a big influence on the person I am today. My community emphasized learning and open mindedness, which are two values still very important to me. As a result, I consider myself a lifelong student. What I do in my free time reflects just how much I enjoy expanding my worldview. Luckily, I have been able to travel around the US and even a few countries overseas. Whenever visiting a new city I make a point of finding a local coffee shop to get a small snapshot into the soul of that place. I can pass hours wandering through history and art museums or by reading. My favorite books include Kate Chopin's *The Awakening*, and almost anything by James Baldwin or Toni Morrison. Currently, I've been building my passions for cooking and baking and have started building my vinyl record collection.

#### **Why are you interested in interning with Eden House and what do you hope to learn here?**

After my close friend was a victim of sexual assault, I felt personally inspired to stand up for victims of gendered violence. While I studied social justice issues and systemic inequality in college, I recognize the need for experiential knowledge as well. I hope to develop the skills to help others, like my friend, recover from the trauma of injustice. Many activists inspire me, but Bryan Stevenson's perspective resonates the most. He recognized that everyone is broken in one way or another, but this brokenness connects people through a shared humanity and deserved mercy. I hope to learn how to apply this idea to Eden House and its mission to eradicate human trafficking and commercial sexual exploitation. Hopefully, I will also learn humility by connecting with diverse populations, how to communicate effectively in a professional nonprofit setting, and constructive means to combat inequality.

#### **How do you see an internship at Eden House connected to your course of study or your professional development?**

My interest in an internship at Eden House stems from its connection to my personal experiences, my History and Political Science majors and my professional goal to be a social justice advocate. History reveals that disparities and injustices are purposefully built into the U.S. and its institutions, causing contemporary issues such as mass incarceration, poverty, political disenfranchisement, and environmental racism, to name a few. I see Eden House as an ideal environment to link my academic focus of social justice to a real world experience, where I might assist those who have been affected by the cruelties of injustice. Additionally, I am very interested in pursuing a career in nonprofit work. Eden House will teach me the operation of such an organization and possibly initiate my career in nonprofits.

#### **List any skills you possess that you hope to utilize while working with Eden House.**

My personal experiences mentioned above with my friend and from my internship at Hagar's House allow me to act and think with mercy. I hope my sensitivity will help me to build trusting relationships with the residents and staff at Eden House. I also have strong organizational skills. For example, I am confident in my abilities to record and keep files, prioritize tasks, meet deadlines, maintain a schedule, and other relevant tasks. Finally, academia has provided me with well developed research skills. I have the ability to scrutinize sources of information, choose the most helpful resources, and present my findings in a clear and succinct manner, and can extend this capability to Eden House.

#### **List any experiences or course work you have that would be relevant to working with Eden House.**

At Campus Market, I worked as a Student Leader. My responsibilities included the supervision of and daily interactions with employees from diverse backgrounds. As a result, I have experience connecting with a multitude of people, and feel assured in my ability to engage in a conversation with just about anyone. Within this position, leading by example emerged as my leadership style, which is relevant to Eden House because I can act as a positive role model for the residents and my colleagues. Even more, my time in a women's scholar program during my undergraduate career personally gave me an incredible amount of confidence and appreciation for a community of strong women. I would be honored to join another strong group of women at Eden House.



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To help us better assess your strengths, please rate your comfort level with the following circumstances using the scale below.

**Note: low scores are not always seen negatively**

**1-I avoid this 2- I only do this when forced 3- Whatever 4-I enjoy this 5- I was born to do this**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Working with people from a different background other than your own?				✓	
Initiating conversation with a stranger?			✓		
Presenting and/or public speaking?		✓			
Gardening Activities					✓
Organizing Activities/ home maintenance				✓	
Expressing thoughts or opinions about programs to program leader					✓
Expressing thoughts or opinions about administrative processes to administrator					✓

123 Fourth Street  
New Orleans, LA 70175

**Jane Doe**

123-456-7890  
janedoe@gmail.com

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## Education

- *University of New Orleans* *2018-2022*
    - Bachelor of Arts in History and Political Science with honors
    - Minor in Spanish
    - Certificate in Legal Studies
      - GPA: 3.7
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## Job Experience

- *Barista at PJ's* *Since June 2021*
    - Trains employees, assists with inventory, and interacts with distributors
    - Practices customer service with a range of customers, works in fast paced environment filling many orders, and learned coffee brewing techniques and skills
  - *Student Leader at Campus Market* *Fall 2019 to April 2021*
    - Interacted with a diversity of employees, delegated and prioritized tasks, trained new employees, developed training sheets, and organized files online
    - Worked approximately 15 hours per week while enrolled as a full time student
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## Internship Experience

- *Hagar's House Sanctuary for Women and Children* *June 2020-2021*
    - Worked with Director to search for and write grants, create budgets for programs, and fundraise for a nonprofit
    - Carried out administrative duties including taking phone calls, filing records, and endorsing checks
    - Provided childcare so that mothers could attend medical appointments
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## Skills

- Responsible
    - Trusted to be timely, and to complete all tasks and adhere to rules
  - Adaptable
    - Learn new systems quickly, willing to work with others or independently, and open to new concepts or methods
  - Resolute
    - Anticipate hard work and determination to complete tasks to a high standard
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## Community Engagement

- *Women's Scholar Program* *Since 2018*
    - Connected to fellow scholars, faculty, and professionals
    - Explores women's issues such as the wage gap, underrepresentation in fields of study and careers, domestic violence and sexual harassment while highlighting women who challenge these inequalities
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## Language Skills

- Intermediate Spanish speaking skills, advanced Spanish reading skills