



**INTERN APPLICATION INSTRUCTIONS  
AND PROCESS**

**Fall Semester 2015**

**Deadline for Application: August 14, 2015**

1. Submit (via email or mail):
  - Cover letter
  - Resume
  - 2 letters of recommendation from a professional source (these can be sent from the applicant or person writing the recommendation)
  - Please specify which department you are applying for (Program, Development or Events/PR).
2. Once your resume and supporting paperwork has been received and processed, if you are selected to move forward in the interview process, we will schedule a face-to-face interview.
3. All internships are unpaid and require 12-15 hours/week. We do accept applicants who are completing this internship for course credit.
4. All applicants must successfully pass our pre-screening criminal background check prior to beginning their internship.

Should you have any questions during the application process, please do not hesitate to contact [Nikki Smith](#), Administrative Coordinator.

Thank you for your interest in the Make-A-Wish® and we look forward to you helping us “Share the power of a wish”.

Nikki Smith  
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