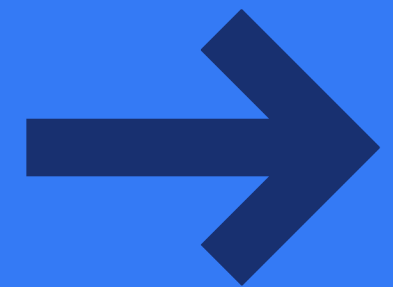# Internship Application Guide

This presentation outlines the application process and important information for candidates interested in the Volunteer Internship Program at the International Refugee Rights Association (IRRA).

Introduction

Overview of the application process for interns

01 This section outlines the key steps for applying successfully.

02 Applicants should gather all necessary documents before submission.

03 Ensure that your application reflects **your strengths** and experiences clearly.

Personal Information

Key details required for the application process.

01 Please provide your **full name** as per official documents.

02 Include your **date of birth** and contact information for communication.

03 Ensure that your **address** is current for any correspondence needed.

Experience and Skills

Highlighting your qualifications and relevant experiences for the internship

List your key experiences and skills that demonstrate your abilities and readiness for the internship role. This helps to showcase your **unique qualifications** to the selection committee.
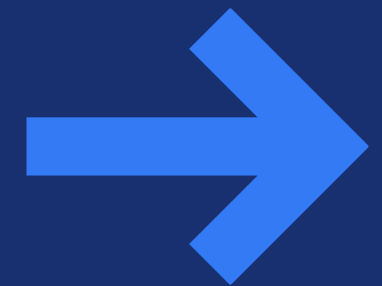
Skills and Areas of Expertise

Team Collaboration
Working effectively together

Communication Skills
Clear and concise messaging

Project Management
Organizing and executing tasks

Motivation

Understanding your **motivations** and expectations is crucial for success.

01 Clarifying your goals helps focus your **energy** during the internship.

02 Expressing your expectations can lead to better **alignment** with the organization.

03 Reflecting on your motivations will enhance your overall **experience** in the program.

Additional Documents

Important documents needed for your application process

01 Ensure all required documents are **accurately completed** and submitted on time.

02 Include any additional certifications or **relevant experiences** that support your application.

03 Double-check for completeness to enhance your **chances of success** in the selection process.

Technical Checks

Ensure all documents meet requirements and are submitted correctly.

01 Check all files for **accuracy** before submission to avoid delays.

02 Confirm that all required **documents** are included in your application package.

03 Adhere to submission deadlines to ensure your application is **considered** promptly.

Conclusion

Summary of the application process and evaluation criteria.

01 The evaluation process ensures **fair assessment** of all candidates' qualifications.

02 Feedback will be provided to applicants regarding their **performance and suitability**.

03 Successful candidates will be informed promptly to begin their **internship journey**.