

Deb Palmieri Russia LLC and Institute
Honorary Consulate General of Russia in Colorado

APPLICATION PROCEDURE

TO APPLY:

1. Download and complete application forms from our website at www.DebPalmieriRussia.com
2. Compile your full application package (the checklist is provided below) and mail Application to:

Deb Palmieri Russia LLC and Institute
Honorary Consulate General of Russia in Colorado
Attn: Internship Program
1552 Pennsylvania Street
Denver, CO 80203 USA

IMPORTANT:

- Do not email or fax applications.
- Only applications sent via U.S. mail will be accepted and processed.
- Application packets must be received complete with all the items mentioned above. Incomplete packets will be disqualified.

YOUR APPLICATION PACKET CONSISTS OF:

- Completed application form (the form is provided in Part I)
- Statement of purpose (the form is provided in Part II)
- Transcript (unofficial is accepted)
- Letter of recommendation from immediate advisor or employer. A copy of your most recent letter from your academic file or portfolio is acceptable.
- Names of 2 additional references and their contact information.
- Your latest professional resume.

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INTERNSHIP APPLICATION FORM

PART I

PERSONAL INFORMATION

Name: _____

Current Address: _____

Email: _____

Telephone: _____

Fax: _____

Date of birth: _____

Marital Status: _____

Children: _____

Citizenship: _____ If Non-U.S. Citizen, Visa Status: _____

Permanent Address: _____

Are you currently employed? Yes No

If yes, Part-time Full-time

Position and employer: _____

List degrees achieved and institutions (from high school to the most recent; indicate the most recent first):

Institution

Degree Completed

GPA

What is your SAT/GRE (TOEFL) score? _____

Have you ever been arrested, convicted of a crime, in trouble with the law, filed for bankruptcy or had a lawsuit filed against you? Yes No

If yes, please attach a sheet of explanation.

Have you ever been cited or convicted of a DUI or any drug or alcohol related offense?

Yes No

If yes, please attach a sheet of explanation.

Are you a past or present government employee? Yes No

If yes, years of service and position _____

Military service? Yes No

If yes, years of service, rank, discharge status

Intelligence service, private or government? Yes No

If yes, years of service and position _____

Do you have good credit? Yes No

If no, please attach a sheet of explanation.

PROGRAM LOCATION

Denver Headquarters, non-residential

Aspen, non-residential

POSITION REQUESTED / DESIRED

Visiting Research Associate

Visiting Senior Research Associate (mainly for Ph.D. and post-graduate level)

Project Manager

Management Associate

Administration Specialist

Applied Research

ISSUE AREAS

Please indicate your preference for a functional project area or research area. Within the area of your choice, please check one or more specific interests. We reserve the right of assignment, but will try to match your assignment with your preferences:

FUNCTIONAL / PROJECT AREAS

Database Management

Event Planning & Coordinator

Client Services

Consular work

Office Administrator

- Publicity, Public relations, Communications
- Website Management and Development
- Sales, Internet Sales

RESEARCH AREAS

- Company Case Studies
- Domestic Issues, Russia
- Government Affairs: American Policy, Key Players
- Government Affairs: Russian Policy, Key Players
- Investment, and Trade Issues
- Military, Security, Homeland Security
- Russian Economic Studies
- Russia in the Global Economy, Investment & Trade
- Russian regions, CIS Relations
- Tax, Legal & Accounting
- Visa Reform Research Project
- U.S. – Russian Bilateral Relations
- Other: _____

If there is a particular area of interest to you, not mentioned above, please state it clearly and attach a prospectus with your application.

COMMITMENT

Number of hours available per week _____

Do you have a laptop you are willing to use for your work? Yes No

Do you prefer to work a portion of your hours outside the office? Yes No

SESSION

Please indicate session(s) you are applying for (note the deadlines for application). Session dates are flexible. The following are general perimeters. Please suggest your dates if you do not see them below.

- Labor Day to Thanksgiving
- December 1- 31
- January 2 - March 15
- March 16 - May 31
- June 1 – August 31
- Other preferred: _____

Exceptions will be reviewed on a case-by-case basis. Preferred dates not guaranteed.

Session Deadlines for Application

Please submit your application as early as possible. Early submissions receive preferential treatment, but last minute applications will be considered on a space available basis.

INTERNSHIP APPLICATION FORM

PART II

STATEMENT OF PURPOSE

Why are you applying for an internship here?

How did you find out about us?

Please describe your best professional and personal qualities/greatest strengths?

What are the most important achievements you want to walk away with upon completion of your internship?

What are your general career goals and how does the internship with us fit into them?

Any other comments or statements about your candidacy to this position you think might be relevant or interesting?

End Application