



EMBRACING THE HOPES AND ASPIRATIONS
OF ASIAN PACIFIC AMERICANS

2012 OCA-GEORGIA ASIAN PACIFIC AMERICAN PUBLIC SERVICE INTERNSHIP APPLICATION

PURPOSE:

Georgia high school graduates and college students have an opportunity to learn about Asian Pacific American civic engagement, advocacy, and community service through 10-15/hour per week unpaid internship with OCA-Georgia during the school semester. Students will have an opportunity to be placed for two weeks in legislative offices at local, county, and state levels; government office at the local, county, state or federal levels; or with an Asian Pacific American non-profit organization in metro-Atlanta.

QUALIFICATIONS: Current full-time undergraduate student or recent graduate; Strong attention to detail required/detail-oriented; Strong organizational skills; Strong communication skills, verbal and written; General administrative and office experience; Strong computer skills using Windows Office software, Outlook and database software; Motivated and dedicated to OCA and its mission as well as a commitment to APA community.

NOTE: This is a 10-15/hour per week unpaid internship (Jan-May, Summer, Aug-Dec). Students have the option of applying for college internship credit through their schools. Students are responsible for their own transportation & housing.

POSSIBLE PROJECTS WILL INCLUDE: This internship would give the intern an opportunity to learn about OCA and its work in the Asian Pacific American (APA) community, APA issues, Asian Pacific American civic engagement, advocacy, community service, fundraising, event planning, marketing/public relations as well as valuable, real-world experience through assisting with the following:

- February 9: 2012 Asian Pacific American Legislative Day at the Georgia State Capitol
- March 16: Southeast Regional Summit - White House Initiative on Asian Americans and Pacific Islanders
- Voter Registration Drives & Voting Rights Education
- Asian Pacific American Law Enforcement Community Assistance Days
- Asian Pacific American Family Health & Safety Days

APPLICATION PROCEDURES:

Deadline: Tuesday, January 10, 2012, 11:59pm EST

How to Apply: Submit completed application, a cover letter, resume, two professional references, 500 word writing sample, copy of high school transcript, copy of SAT/ACT scores, and any other supporting documents - to be received no later than **Tuesday, January 10, 2012, 11:59pm EST** to tricia.sung@oca-georgia.org Subject Line: "2012 OCA-Georgia APA Public Service Internship Committee"

Note: OCA-Georgia APA Public Service Intern will be introduced at the Saturday, January 21st "Year of the Dragon" Lunar New Year Banquet. Recipient must be able to attend the banquet. See: <https://www.facebook.com/events/113012342145795/>

For questions/comments: Contact the 2012 OCA-Georgia APA Public Service Internship Committee via tricia.sung@oca-georgia.org or ocageorgia@yahoo.com



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PERSONAL INFORMATION:

First Name: _____ Last Name: _____

Phone #: _____ Cell #: _____ E-mail: _____

Mailing Address: : _____ City: _____ State: _____ Zip Code: _____

High School: _____

HS Address: _____ City: _____ State: _____ Zip Code: _____

HS Grad date: _____ HS GPA: _____

College: _____

College Address: _____ City: _____ State: _____ Zip Code: _____

College Grad date: _____ College GPA: _____

SAT/ACT: _____

****IMPORTANT: Please include copy of your transcripts and official SAT/ACT scores****

[Optional: Gender: Male / Female Age: _____ Ethnicity: _____]

YOUR ELECTED OFFICIALS (SEARCH INFORMATION VIA <http://www.votesmart.org/>)

U.S. Congress: Senator #1: _____ Senator # 2: _____

Representative: _____ (District Number: _____)

Georgia: State Senate: _____ (District Number: _____)

State House: _____ (District Number: _____)

PROFESSIONAL REFERENCES

REFERENCE #1:

First Name: _____ Last Name: _____

Phone #: _____ Cell #: _____ E-mail: _____

Organization/Affiliation: _____ Title: _____

Address: _____

REFERENCE #2:

First Name: _____ Last Name: _____

Phone #: _____ Cell #: _____ E-mail: _____

Organization/Affiliation: _____ Title: _____

Address: _____



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INSTRUCTIONS:

For each section, please list your activities and awards BY THEIR IMPORTANCE TO YOU, with the most important activity/award FIRST. You may attach a separate sheet for additional information. PLEASE FILL OUT THE ENTIRE APPLICATION.

I. ACADEMIC ACHIEVEMENTS & SPECIAL RECOGNITIONS

Please describe your Highest Academic Achievements and the number of years you participated or the number of times you were recognized for the accomplishment.

Accomplishment	# of Years or Times Received
1	
2	
3	
4	
5	

II. COMMUNITY SERVICE & VOLUNTEER ACTIVITIES

Please describe the Community Service Organization or Events you participated in and briefly describe the number of hours or years you participated, honors received, etc.

Organization/Event(s)	Description (and Hours/years you contributed) and Honors received
1	
2	
3	
4	
5	

III. OTHER CONSIDERATIONS:

Please list other special talents, skills and/or interests. Also please include length of times where applicable. For example: Member of the youth symphony for the past seven years.

Organization/Event(s)	Description (and Hours/years you contributed) and Honors received
1	
2	
3	
4	
5	