



# sean casey animal rescue

A 501(C)(3) NON-PROFIT, NO-KILL SHELTER

Specializing in the rescue, rehabilitation and placement of dogs, cats, reptiles, amphibians, birds and small mammals.

## VOLUNTEER / INTERNSHIP PROGRAM DOCUMENT CHECKLIST

Submit this checklist along with your Volunteer / Internship Program Application

### GENERAL INFORMATION

The documents and information you need for your Volunteer Internship Program Application are detailed on this checklist. If any information is missing, your application may be returned to you. All documents must be in English and received at time of registration, no later than one month prior to your arrival. You must read and accept the application in its entirety. If you require help in the translation of the application, your agent should be able to provide assistance to you.

Put an "X" in the box when you have completed and enclosed each item

### SECTION I: COMPLETED VOLUNTEER INTERNSHIP APPLICATION

- I have provided a valid email address
- I have selected my Areas of Interest.
- I have read and signed the Agreement section of the application forms

### SECTION II: CURRICULUM VITAE / RESUME

- My CV is written in English and in my own words.
- I have emailed a copy of my completed application, cover letter and CV to: [internship@nyanimalrescue.org](mailto:internship@nyanimalrescue.org).
- My CV is neat and presented in a professional format.
- Included in my CV are details of my work and volunteer experience, including:
  - Name, city and country of the companies
  - Job titles
  - Exact dates (month and year) that you started and ended each job
  - Description of duties and responsibilities
- I have included details of my education:
  - Name, city and country of the schools
  - Dates of attendance (month and year) that you started and ended at each school
  - Years completed up to date or expected graduation date (if applicable)
  - Areas and courses of study

### SECTION III: COVER LETTER

- My cover letter is written in English and in my own words.
- My cover letter describes my main motivation for interning with SCAR, my background, career goals and interests