

**Make-A-Wish Foundation® of Central and Western North Carolina**

**FINANCE INTERN APPLICATION  
INSTRUCTIONS AND PROCESS**

**Spring 2012, Summer 2012 and Fall Semester 2012**

**Application Deadline:  
Monday, December 5, 2011 for spring semester  
Monday, May 7, 2012 for summer semester  
Monday, July 9, 2012 for fall semester**

1. Complete the Make-A-Wish Foundation® volunteer application. A resume may be attached but can not be submitted in lieu of our application.
2. Submit:
  - Application to Make-A-Wish (see address below)
  - Cover letter
  - 2 letters of recommendation from a professional source
  - 2 references including name, address and telephone number where they may be reached during business hours
  - Completed some accounting and/or bookkeeping courses
3. Once your application has been received and processed, we will schedule a telephone screening. If you are selected to move forward in the interview process, we will schedule a face-to-face interview.

*All applicants must successfully pass our pre-screening criminal background check prior to beginning their internship.*

4. Should you have any questions during the application process, please do not hesitate to contact Jill Hart, Director of Finance and Administration.

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

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