Job Posting: Frank Williams Internship at Council on Foreign Relations, Civil Society, Markets, and Democracy Volunteer Intern

CFR’s volunteer internships give selected volunteer interns the opportunity to receive training in the area of foreign policy; as well as skills training in areas such as writing, research, and program planning. This volunteer internship will provide a robust understanding of economic development as well as how to strengthen democracy and rule of law.

The Council has a volunteer internship available in the Civil Society, Markets, and Democracy (CSMD) Initiative, a project of the David Rockefeller Studies Program.

The volunteer duties of the intern will include:

- Following and preparing daily news round-ups on relevant issues and regions to CSMD
- **Drafting** tweets for program Twitter feed
- **Conducting research** and write briefs and book summaries on global supply chains for fellow’s upcoming book
- Assisting team in drafting and editing weekly blog post
- Attending general Council meetings and other programs on foreign policy issues, as time permits.

Qualifications:

- Pursuing undergraduate or graduate degree with an educational concentration in international relations, international economics, political science or a related field
- Strong research, writing, and communication skills.
- **Related academic and policy research and writing experience;** previous internship experience preferred
- Excellent attention to detail, organization, and proofreading ability
- Experience working with Microsoft Office Suite and social media platforms
January 12, 2016

Human Resources Department
Council on Foreign Relations
1777 F Street, NW
Washington, DC 20006

Dear Internship Coordinator:

I am writing to apply for the Frank Williams Internship for the summer term, 2016. I learned about this opportunity from Prof. Peter Roberts at Brandeis University, who recommended the position to me. I am a third year student with a long-standing interest in international relations, and I am drawn to CFR’s commitment to better understand the world, and more importantly, to share that understanding with the world’s people. I plan to pursue a life in the foreign policy arena, and I believe this opportunity would be ideal preparation for a career in public service.

Building upon two years of IR with Prof. Roberts at Brandeis University, I decided to spend a year under the Politics and International Relations Department at the University of Oxford. I spent the last few months researching China’s economy in order to understand where it is going and how it is going to affect the world economy. I wrote extensively on its economic development trends and currency aspirations. For the next few months, I will be studying the Middle East to understand the region’s complex politics. Through this course, I will draft an analysis to examine the policies motivating (and preventing) settlement negotiations. This course of study provides a foundation upon which I can contribute as well as learn as an intern, researching and writing on issues of foreign policy.

My experience also includes roles in which I led and managed a variety of events. I was asked by the Institute of International Education to be part of their team to organize and coordinate the international, educational summer program. There were close to 40 students from over 15 countries that year. I challenged and mentored the program’s students, just as my supervisors challenged and mentored me. As a student senator and chair of the By-laws Committee at Brandeis University, I edited proposed additions and amendments voted on by my peers, as well as publicized our minutes to the greater community through Facebook and Twitter. I will bring this dedication to detail and experience with social media to an internship in CSMD.

Like everyone at CFR, I am deeply committed to better understanding the world and to bringing diverse perspectives to the foreign policy arena. I am available to speak with you by phone or Skype at your convenience. Enclosed please find my resume for your review. Thank you for your time and consideration.

Sincerely,

Brandy Deis

Enclosure: Resume