



## **Instructions for the Presidential Internship Program's Online Application**

**\*\*\*Applications will not be accepted unless all steps are followed correctly\*\*\***

To apply for the American Red Cross' Presidential Internship Program:

1. Log on to [www.redcross.org/](http://www.redcross.org/)
2. Click on the "Jobs" tab located at the top of the page
3. Under the National Headquarters Opportunities select "Search Openings"
4. On the next page, select the following:
  - State: All
  - Country: United States
  - Area of Interest: Internship
  - Select the "All Posted Dates" option
  - When finished, press "Search"
5. After reviewing the available internship positions, select up to three (3) internship opportunities by checking the box(es) immediately to the left side of the internship posting number.
6. Select "Submit to Jobs"
7. If you have an account on the RedCross.org career website, enter you email address and password (If you do not have an account, select the link to create an account by following the appropriate prompts).
8. Create a user profile, submit your resume and cover letter, and complete the entire online application.
9. Upon completion of the application and profile, an email will be sent to you confirming that you have successfully completed the online part of the application process.
10. If you are selected for an interview, please be advised that you will be responsible for providing a list of references and an official transcript from your college/university.