

To apply for the AIIA National Office internship program, you will be required to upload the following documents:

1. Your Resume or CV

2. Letter of Motivation

Please upload a one-page letter of motivation stating your goals/motivation in undertaking an internship, the role(s) you are most interested in, and the period of time you are available to spend at the AIIA. Include information both on how you hope to benefit from your placement with the AIIA and what you can offer the AIIA.

The AIIA internship program aims to help students and graduates build careers in international affairs and other areas so we care how this placement will help you. Show that you understand what type of organisation the AIIA is in your application. Have a look over the website to gain a sense of the AIIA's activities. This should be addressed to Hebe Ren, National Office Assistant.

3. Upload Portfolio-Related Documents:

Please upload documents required for all of your specific applied portfolio.

Based on your applied portfolio, please also upload the following:

- **Australian Outlook Assistant Editor: A 1-page Proposal** listing any article topics you would like to commission (and why), along with any potential authors who would be suitable for them. You are welcome to suggest article topics without specifying an author or suggest authors without a specific article topic.
- **Media and Communications: Relevant Digital Media Work** (for example, social media content you've created, graphics, links to short videos or reels you've edited or scripted, etc.)
- **Events and Public Engagement: A 1-page Event Proposal** including title and theme, target audience, proposed format, suggested speakers (realistic, relevant to the AIIA), objectives or anticipated outcomes. Optional: a brief workflow timeline or promotion strategy