

NFLPA Internship FAQs

- **What is the goal of the internship program?**
 - The goal of the NFLPA's internship program is to assist colleges and universities that allow internships by providing on-the-job training to aid in career preparation and provide relevant professional experience to students and recent graduates interested in working in the sports industry.
- **What are the requirements to apply?**
 - Students must be entering their junior or senior year of study in an undergraduate program or be enrolled in a graduate program or law school. Neither the fall or summer internships are appropriate for doctoral students.
 - Recent graduates must have completed undergraduate, a graduate program or law school within one year of submitting their application.
 - A minimum GPA of 3.0 is required.
- **When does the NFLPA look for interns and how long are the internships?**
 - The NFLPA recruits for interns twice a year for the summer and fall.
 - The summer internship is recruited for in late winter (February-March). The internship lasts from late May to mid-August or about three months. This internship is limited to undergraduate students with the exception of the Trust's Engagement Intern which is a one-year position. Students graduating shortly before the summer internship begins (May-June) will also be considered.
 - The fall internship is recruited for in the early spring (April-May) and lasts from August of one year to May of the next – approximately nine months or the academic year. We believe that having an intern with us for the full business cycle of the NFLPA can provide solid grounding for a career in sports. **If you are unable to be in Washington, DC or cannot commit to the full nine months you should not apply. NO EXCEPTIONS.**
 - The length of each internship is set. We do not begin internships early but there is modest flexibility for an end date.
- **What is the William Radovich Military Internship?**
 - The NFLPA three-month summer internship will be available to junior enlisted (E1-E3), all Service Academy students, and veterans pursuing an undergraduate degree; the nine-month fall internship will be available to honorably discharged veterans and junior enlisted. Applicants will be able to choose from any of the

listed departments. All internships are paid and take place in Washington, DC. Please note that applying for the Radovich internship does not guarantee an internship but places the application in a special consideration category.

- **How many internship opportunities are available?**
 - The number of available positions changes depending upon the NFLPA's needs. At any time, we have 10-14 interns on staff for both the fall and summer.
- **Does the NFLPA offer volunteer opportunities outside of the internship?**
 - No. We have interns year-round and do not accept volunteers.
- **Where are internship opportunities located?**
 - All NFLPA internships take place at the NFLPA headquarters in downtown Washington, D.C. We do not offer opportunities at any other location in the United States. *Out-of-town interns are responsible for their own transportation, moving, housing arrangements and costs.*
- **Do I have to be in college to apply?**
 - In addition to rising juniors and above, we accept applications from recent graduates who have completed their undergraduate, graduate program or law school studies within one year of submitting the application.
- **Law School Students**
 - The NFLPA Legal Department does not take an intern. However, law school students may apply for and accept any internship offered during the fall session. Some law schools require that internships undertaken by their students be attorney-supervised to receive credit. Most of the internships at the NFLPA are *not* attorney-supervised. Please check the internship rules at your law school before applying.
- **How many people apply for the internship program?**
 - The NFLPA Internship Program is highly competitive, especially for the summer class when we receive 400+ applications.
- **What is considered a complete application?**
 - **All applications must include:**
 - Cover Letter which should include complete contact information (name, address, email, and phone) and applicant's choice of up to three departments. If you have been referred by an NFLPA staff member or former intern, this should be in the cover letter. Keep it to one page.

- Resume
- Most recent transcript (official or unofficial). Applicants just beginning a graduate program may submit their most recent undergraduate transcript.
- A list of three (3) *easily contactable* persons who have agreed to provide a reference for you. List should include an address, telephone number, and email.
- A response to one of the two essay questions below to demonstrate your ability to write clearly and concisely. The essay should be no more than 650 words. Do not exceed the word limit. Your name and word count should appear at the top of the page on your response.

***Question 1:** Professional athletes and other celebrities are often idolized by the public, especially young children. Many think this requires that they always behave as role models. Do you agree or disagree?*

***Question 2:** Business and individuals are choosing online or electronic communications rather than face-to-face interactions. Are there significant advantages or disadvantages for a business or person to limit their communications in this way?*

- **All documents should be submitted via the electronic link on the NFLPA’s website (www.nflpa.com/about/internships). The ADP application link is only active during the two-week recruiting cycle which is posted on the website. It is inactive at all other times.**



TIPS FOR SUCCESSFULLY SUBMITTING YOUR APPLICATION IN ADP

- **Be Prepared!** Assemble your five documents before beginning the electronic application. Before you press the submit button, make sure you’ve uploaded the **five** required documents: 1. Cover letter, 2. resume, 3. essay response, 4. transcripts, and 5. reference sheet.
- **Be Alert!** In the ADP system there is only one place to upload your documents and it is at the **beginning** of the electronic application (**see screenshot**). After you enter your personal information you will come to the “Upload Resume” section (see screen shot). In the top box upload your resume document. In the bottom box, upload the **4** other documents– press “Upload File” until all of your files are attached. **Note:** Since the documents

are uploaded at the very beginning of the application, there is NO reason for them not to be attached by the end of the application process and an incomplete application “accidentally” submitted.

Resume

How would you like to provide your resume?

UPLOAD FILE ENTER TEXT

REQUIRED

Drag and drop file

 [UPLOAD FILE](#)

.doc, .docx, or .pdf formats not exceeding 5 MB.



Make your application stronger by uploading documents such as cover letter, work samples, transcripts & certifications.

Drag and drop file(s)

 [UPLOAD FILE](#)

.doc, .docx, .pdf, .gif, .html, .htm, .jpg, .txt, .rtf, .wpd, .wps, .xls, or .xlsx format not exceeding 10 MB each.



- Do not electronically sign and submit the application without ensuring you’ve attached your documents correctly. There’s no going back once you do.
- **Incomplete applications are the very first to be rejected.** We receive too many applications to make exceptions for forgotten or missed items later in the application process.

- **Can I mail or email a hard copy of my application?**
 - No. Applicants should apply using our online submission system at www.nflpa.com/about/internships which is only available during the online recruiting period in February or April.
 - Applications may be submitted by email or U.S. Mail **only** in the event of technical difficulties with the website. Please email mark.cobb@nflpa.com if there is a technical problem with the website to obtain permission to apply by mail or email. We advise you to do this well before the deadline. Absent technical difficulties with the website, an application submitted via email or U.S. Mail without the NFLPA's permission will **not** be considered.
- **May I submit my application early or past the deadline?**
 - Early/late applications will not be accepted or considered.
- **How does the application process work?**
 - Applications are submitted to all three department choices indicated on the cover letter for review by our hiring managers.
 - If your skills meet the necessary requirements for a position, you will receive an email from the NFLPA inviting you to interview. You will be interviewed by the hiring manager for the position and possibly other members of his/her department. Interviews can be arranged in person at our Washington, DC office or held via Skype for out-of-town applicants. Out-of-town applicants understand that if they choose to come to Washington for an interview they do so at their own expense. An offer will be extended to the strongest candidate for the internship. This process can take 4-6 weeks after submission of your application.
- **When will I hear about the status of my application?**
 - The NFLPA is diligent in communicating with applicants. After the initial review of applications, the recruiter will send regular group updates. We realize that applicants have usually applied for several internships. *If you receive a firm offer from another organization during our recruiting process, we strongly encourage you to take it; it is the smart thing to do.*
- **Which departments accept interns?**
 - Internships *may* be available in the following departments at the NFLPA headquarters in Washington, D.C. Our Legal Department currently does not take interns. We will indicate clearly on the website which departments are seeking interns during a hiring cycle:

- **NFLPA:** Communications, Events, Executive, Finance and Asset Management, Former Player Services, Information Systems (IT), Player Affairs, and Salary Cap | Agent Administration.
 - **NFL PLAYERS INC:** Licensing, Marketing, Partner Services, and Player Services.
 - **The Trust:** Engagement Intern (one-year position) and Executive Operations Intern. The Trust is a separate NFLPA entity dedicated to services for former and transitioning players.
- **Can I apply to more than one department and how?**
 - Yes. Please note the departments in which you are interested in your application cover letter and within the electronic application in order of most preferred. Your application will be submitted to each department. It is possible for you to receive an interview from multiple departments or a department not on your list of choices.
 - **Can I receive academic credit for this internship?**
 - Yes. The successful applicant is responsible for supplying the school's paperwork and helping to ensure the NFLPA is compliant.
 - **Is there an opportunity to rotate and intern in different departments during the internship?**
 - We encourage our interns to explore and assist other departments during their time with the NFLPA, but there is no formal rotational scheme.
 - **Is this a paid internship?**
 - Yes. All NFLPA interns are paid a stipend of \$14.00 per hour and provided with parking or a commuter benefit. (Accurate 11/2019)
 - **Do interns work full-time?**
 - No. Internships are 27.5 hours per week with flexible scheduling to accommodate classes, other jobs, etc. There is a possibility of participating in an internship for fewer hours, based on departmental needs.
 - **Does the NFLPA provide housing?**
 - No. Links to local internship housing resources are provided on the website: www.nflpa.com/about/internships. The NFLPA does not provide housing assistance, advice, endorse or recommend any of the resources listed on the website.

- **Does the NFLPA accept international students?**
 - Yes.
- **Do I have to be a US Citizen?**
 - No. International students must be legally authorized to work in the United States or EMEA based on their citizenship or current work visa. Whether you can work full time or part time depends on the type of visa you possess. If you are on a J1 student visa you can work and be paid part time. If you have an H1 visa you can work full time. Applicants possessing only a Student Visa cannot be paid.
- **What is the NFLPA's commitment to diversity and inclusion in the workplace?**
 - The NFLPA's commitment to diversity and inclusion is absolute. We are an Equal Opportunity Employer and are deeply committed to having a diverse work environment and strong culture of inclusion. Our role in the lives of the players in the National Football League puts us at the forefront of professional sports. As the quality of our interns is key to the NFLPA's success, we hire only the most talented and committed individuals. We believe that diversity and inclusion are founded upon respect, and this is demonstrated through the way we treat all of our employees and interns. The unique experiences of our employees and interns provide us with a competitive edge that allows us to attract great talent and succeed wherever we do business.



NFLPA

**If you have any additional questions please
email: mark.cobb@nflpa.com**