



INTERN APPLICATION

Senator Bingaman

New Mexico

A P P L I C A T I O N

1

Personal Information

Name: _____ Social Security Number: _____

School Address until (date) _____ : _____

E-Mail address: _____ Phone: _____

Where we can reach you after that date:

Parents' or Guardians' Names: _____

Parents' or Guardians' Address: _____

Parent(s)' or Guardian(s)' Phone: _____ or _____

2

School Information

College or University: _____ Status next Fall: Fr. So. Jr. Sr.

Major/Minor: _____ GPA: _____ out of _____

If in High School, name of school and status: _____

3

Availability

Complete only if applying for a state office internship, or a spring or fall semester internship in the Washington, D.C. office. Do not fill out if applying for summer internship in Washington.

From (date): _____ to _____ _____ am/pm to _____ am/pm

Office preference: ALBUQUERQUE LAS CRUCES LAS VEGAS ROSWELL SANTA FE

4

Stipend

Stipends amounts for New Mexico intern candidates will be arranged with the Intern Coordinator in each office. In lieu of stipends for Washington summer interns, our office will pay the cost of your housing during your internship. Stipends are not available for fall or spring Washington.

Would you require a stipend? YES NO Amount per week: _____

5

Internship Preferences

Complete only if applying for a Washington office internship. Indicate your preferences for session, assignment and areas of interest. Rank each in order, 1 being your first choice, and so on. Mark as many choices as you wish.

Summer Sessions

May 31-July 1: _____ July 5-August 5: _____ Fall Semester: _____ Spring Semester: _____

Assignment

Press Department: _____ Legislative Department: _____

Areas of Interest

Aging/Senior Issues: _____	Civil Rights: _____	Crime/Law Enforcement: _____
Defense/Veterans: _____	Education: _____	Energy:* _____
Foreign Relations/Trade: _____	Health: _____	Homeland Security: _____
Immigration/Border: _____	Indian Affairs:* _____	Judiciary: _____
Labor Relations: _____	Public Lands/Environment:* _____	Social Security: _____
Small Business/Econ. Development: _____	Taxes: _____	Women's Issues: _____

*If you select these issues, you may be placed with committee staff.

6

Reference Letters

Please ask three people to submit a letter of reference on your behalf. List the names and relations of these references in the space below. The letters may be sent separately from the application and will be compiled when received.

NAME	RELATION TO YOU
1) _____	_____
2) _____	_____
3) _____	_____

7

Resume Information

Please submit a *resume* with your application. In the space below or on a separate sheet of paper, select two things you would most like us to see from your resume, describe them in greater detail, and explain why they are important to you. There are no right or wrong answers! Select anything you are especially proud of, regardless of what it is.

1) _____

2) _____

8

Writing Sample

Please include a three to five page *writing sample* with your application. This may be a paper you have written for school, a letter or article published in your school or city newspaper, or a research project. Please submit only a nonfiction writing sample.

9

Essays

On a separate piece of paper, write a short response (less than 500 words each) to these questions:

- 1) How does this internship fit in with your long-term goals? What do you hope to bring to and take from this position?
- 2) Describe an incident in which you were given a task and were successful in seeing it through. What obstacles did you have to overcome?
- 3) Describe your position on a current event in the news. Be sure to show your understanding of both sides of the debate, and explain why you find one argument more persuasive than the other.

GENERAL INFORMATION

FOLLOW THESE STEPS TO ENSURE AN ORDERLY APPLICATION PROCESS

- 1) Ensure that you meet the eligibility requirements. Applicants must be undergraduate-level students and be either from New Mexico or attending school in the state.
- 2) Read about the internship online at: <http://bingaman.senate.gov>
- 3) Begin working on your application. In addition to completing this application form (or the online version from the above website), gather necessary additional documents: a resume, a writing sample, and three letters of reference. Your reference letters can be mailed separately from the application if that is more convenient for the person writing the reference.
- 4) Make a copy of your completed application before submitting it.
- 5) Mail the application or submit the online version well in advance of the deadlines listed below. If you are submitting your application online, it will be forwarded to the office in which you would like to intern. If you are mailing the application, send it directly to the office at one of the following addresses:

WASHINGTON, DC	ALBUQUERQUE	LAS CRUCES	ROSWELL	SANTA FE
Senator Bingaman c/o David Pike Senate Hart 703 Washington, DC 20510	Senator Bingaman Intern Coordinator 625 Silver Avenue Suite 130 Albuquerque 87102	Senator Bingaman Intern Coordinator 148 Loretto Towne Centre 505 South Main Las Cruces 88001	Senator Bingaman Intern Coordinator 105 West Third Suite 409 Roswell 88201	Senator Bingaman Intern Coordinator 119 East Marcy Suite 101 Santa Fe 87501

DEADLINES

If you are applying for this session...	...submit your application by this date...	...and expect to hear back from us by this date.
Summer	March 31	April 15
Fall	August 1	September 1
Spring	December 1	January 1

ADDITIONAL INFORMATION FOR STUDENTS APPLYING FOR SUMMER INTERNSHIPS IN WASHINGTON, D.C.

Housing: In lieu of stipends, our office will pay the cost of your housing for the course of your internship in our office in D.C. We will make arrangements for you to stay in a dorm room at a local university. Once accepted, you must pay the cost of the room up front directly to the university. You will then receive a paycheck from our office that equals the cost of the room, minus taxes and social security.

Travel: Travel arrangements to and from Washington are the responsibility of the intern. Our office will provide information on area airports and train or bus stations.

Accommodations: The Congressional Special Services Office provides support services for interns with disabilities. This intern application and the brochure are also available in Braille upon request. Completed applications may be submitted by audio tape or on the phone.