

# Intern Application



## **Congressman Walter B. Jones**

**U.S. House Of Representatives**

**1105-C Corporate Drive**

**Greenville, NC 27858-4211**

**Phone: 252-931-1003**

**3rd District, North Carolina**

# Intern Application

Congressman Walter Jones · 1105-C Corporate Drive · Greenville, NC 27858 · 252-931-1003 · [jones.house.gov](http://jones.house.gov)

1

## Personal Information:

Please complete the following and attach a resume and writing sample

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Full name: \_\_\_\_\_

School Address: \_\_\_\_\_

(If different from above)

City, State and Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Current Until: \_\_\_\_\_

2

## Education:

High School Name and Location: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ to \_\_\_\_\_

Grade Point Average: \_\_\_\_\_

Offices Held/Honors/Awards: \_\_\_\_\_

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Extracurricular Activities: \_\_\_\_\_

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2

**Education:** (continued)

Extracurricular Activities: (continued) \_\_\_\_\_  
\_\_\_\_\_

College(s) Name and Location: \_\_\_\_\_  
\_\_\_\_\_

Dates of Attendance/Intended Month and Year of Graduation: \_\_\_\_\_

Major Studies: \_\_\_\_\_

Minor Studies: \_\_\_\_\_

Grade Point Average: \_\_\_\_\_

Campus Activities: \_\_\_\_\_

Outside Interests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Membership/Awards: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3

**Clerical Skills:** Please select any that apply

- Microsoft Word
- Word Perfect
- Quorum
- Internet
- Answering phone/Taking messages

4

*1 of 4*

**Essays:** Please write a short response (fewer than 500 words each) to these four items.

Please describe your political philosophy.

4

**Essays:** Please write a short response (fewer than 500 words each) to these four items.

Why are you interested in working for Congressman Jones?

2 of 4

4

3 of 4

**Essays:** Please write a short response (fewer than 500 words each) to these four items.

Do you have any governmental or political experience?

4

**Essays:** Please write a short response (fewer than 500 words each) to these four items.

What do you hope to gain by working for Congressman Jones?

4 of 4



**Other:**

Dates Available: \_\_\_\_\_ to \_\_\_\_\_

Times Available: \_\_\_\_\_ to \_\_\_\_\_

Days Available: \_\_\_\_\_

Will you receive academic credit?: \_\_\_\_\_

Will you be graded?: \_\_\_\_\_



# 6

## Writing Sample:

## General Information

My office is pleased to offer internships to students who wish to learn more about Congress and the legislative process. By allowing students a unique perspective on the inner workings of our country's democratic government, Congressional internships offer an exciting educational experience.

Internships are unpaid positions. During the summer months, internships generally last for a minimum of 5-6 weeks. During the academic year (September to May), internships generally cover the student's semester, from September to December in the Fall or January to May in the Spring. Both part-time and full-time internships are available.

Interns in our office must be highly motivated, have strong communication skills, both written and verbal, and a keen interest in the legislative process. Duties include attending legislative hearings and community meetings, participating in regular office meetings, conducting legislative research, giving tours of the Capitol Building to visiting North Carolina District residents, and responding to constituent inquiries and phone calls.

If you are interested in applying for an internship in either Rep. Jones' Washington DC or North Carolina office, please complete the following application. After submitting your application and cover letter online, please mail a writing sample and letters of recommendation to the address at the end of this form. For more information, please call our Washington, DC office at 202-225-3415.

NOTE: We are now accepting applications for Fall and Winter internships in both the Washington and North Carolina offices. The deadline for Fall applicants is August 1, of the previous year; the deadline for Spring applicants is December 1, of the previous year.