



**UNITED STATES SENATE**  
*Committee on Environment & Public Works*  
**Ranking Member, Senator James Inhofe**  
**Minority Staff**  
*Washington, DC 20510*  
*202-224-6176*

Application for Internship in the Environment and Public Works Committee

**Personal Information:**

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

Date of Birth: \_\_\_\_\_ SS#: \_\_\_\_\_

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

Phone: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Political Affiliation: \_\_\_\_\_

Dates Available for Internship: \_\_\_\_\_

Areas of Interest/Hobbies: \_\_\_\_\_

Reference: _____	Phone: _____	Relationship: _____
Reference: _____	Phone: _____	Relationship: _____
Reference: _____	Phone: _____	Relationship: _____

**School Information:**

College: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_  
Major/Minor: \_\_\_\_\_ GPA: \_\_\_\_\_  
Relevant Course work: \_\_\_\_\_  
High School Attended: \_\_\_\_\_

**Job Experience:**

Please list your most recent job first. You may attach your resume in lieu of this section or use an additional sheet if necessary.

**Essay Questions:**

Feel free to attach additional pages if necessary to complete the essay questions.

1. Briefly list what areas of public policy most interest you and explain why.
2. Briefly describe what you expect to learn from your internship.
3. What are your career goals?
4. What areas of Environmental Legislation most interest you?

**Writing Sample:**

Please enclose a short, one to three page writing sample. The writing sample can be a previous class assignment or a new paper on a recent current event. The topic is your choice.

Ready to submit your application? View the [checklist](#) first.

**Please send the application and supporting materials to:**

The Senate Committee on Environment and Public Works  
Minority Office: Attention: Intern Coordinator  
456 Dirksen Senate Office Building  
Washington, DC 20510  
**FAX: 202-224-5167**

Please allow 3-6 weeks for delivery of mail due to security measures (this includes USPS and FedEx/UPS/DHL). The best way to ensure your application is received on time is to **FAX** it to the office or send it via **e-mail**. Call 202-224-6176 for information on e-mailing or with any additional questions.

Please note that the application deadline is:

March 15 <sup>th</sup> for Summer Internships
August 15 <sup>th</sup> for Fall Internships
November 15 <sup>th</sup> for Spring Internships

**INTERNSHIP PROGRAM CHECKLIST**

Qualified applicants will have completed their sophomore year of college, and will have sent in all of the following information on or before the deadline.

Please be sure that the following items are enclosed in your application packet:

- 1-Application form
- 2-Writing sample
- 3-College Transcript
- 4-Resume

Please be sure that you have requested three letters of recommendation. Some guidelines that we recommend, but do not require:

- 1-One from a Professor/Teacher
- 2-One from an Employer (past or present)
- 3-One from a personal acquaintance

NOTE: It is preferable that the transcript and letters of recommendation be sent with your application packet. However, they may be sent under separate cover, but must be received on or before the deadline. Incomplete applications will be removed from consideration.