



**Congressman Jack Kingston
First District of Georgia
Congressional Intern Program**

Congressional Internship Program Overview

Congressman Kingston’s internship program was established to provide students with an in-depth look at the American political process by learning how various entities formulate public policy and how other governmental agencies interact with that process. Interns will work closely with administrative, communications, district and legislative staff on numerous issues and projects. Furthermore, the internship offers students real world experiences where they can apply their classroom learning. During the internship, students will refine their career interests, develop leadership skills and gain a deeper understanding of American politics and history and the legislative process.

Please Note: Due to limited office salary resources, there are no paid internship positions available. All interns will serve in an unpaid status. In addition, interns are responsible for their living arrangements and all living costs during their internship.

Along with the application on the following page, please include the following:

- In an essay, please explain why you are interested in interning with Congressman Kingston’s internship program; how it will enhance your education or career goals; and what contributions you feel you will be able to make to the Congressman’s office. Your essay should be typed, double-spaced and 1,000 words or less.
- Resume and official college transcript
- One letter of recommendation

Type of Internship (You may check more than one of the following items):

Season	Summer	Fall	Winter	Spring
Dates and Hours Available				
Office	Washington DC		Savannah	Brunswick

Deadline for Application:

Due to the demand for summer internships, ***summer applications should be received no later than March 31.*** Applications for any other parts of the year should be returned as soon as possible.

Submit application materials to:

Mary Carpenter

Intern Coordinator

2372 Rayburn House Office Building

Washington, DC 20515

Mary.Carpenter@mail.house.gov

(202) 225-5831 (office)

(202) 226-2269 (fax)

E-mail submission is preferred.



**Congressman Jack Kingston
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Application Form**

*Complete the following application and attach additional materials listed on previous page.
Please type or print clearly.*

Contact Information	
Name	
Street Address	
City, State and Zip Code	
Home Phone	
Mobile Phone	
E-Mail Address	

Security Clearance Information	
Social Security Number	
Date of Birth	

School Information	
School Attending	
Year in School	
Major	
Minor	
Type of Degree	Bachelors Masters Doctoral
Anticipated Date of Graduation	
Overall Grade Point Average	
Will you receive school credit for your internship	
If yes, school staff contact name and phone number	

U.S. Representative Information	
Name of your U.S. Representative	

References	
Reference One	
Name	
Address	
Phone	
Reference Two	
Name	
Address	
Phone	