

This Application Information is for the Environment and Public Works Minority Office

Interning is a wonderful opportunity to experience the federal government's legislative branch first-hand. By attending committee hearings, briefings, assisting with research to aid the committee, and performing general office duties, interns gain a "behind the scenes" perspective of the legislative process. Students interested in the internship program must submit a completed application.

Fall and spring internships last approximately ten weeks, dependent upon the schedule of each intern. Summer internships are divided into two sessions of five weeks each. Interns are responsible for arranging their own housing. Though no specific major or program is necessary, a good academic record is required. Applicants who can work full-time (40 hours/five days per week) are preferred. 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.

- Completed application form
- Short writing sample
- College transcript
- Resume
- 3 Letters of recommendation – we recommend, but do not require: one from a Professor/Teacher, one from an Employer (past or present), and 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 separately, but must be received on or before the deadline. Incomplete applications will be removed from consideration.

Please send the application and supporting materials to:

FAX: 202-224-5167

The Senate Committee on Environment and Public Works
Minority Office: Attention: Intern Coordinator
456 Dirksen Senate Office Building
Washington, DC 20510

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. If you choose to mail your application, please allow **3-6 weeks** for delivery of mail due to security measures (this includes USPS and FedEx/UPS/DHL).

Please note that the application deadline is:

March 15th for Summer Internships
August 1st for Fall Internships
November 1st for Spring Internships



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

Application for Internship at 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: _____

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.

Job Experience: Please attach your resume or curriculum vitae

Persons Submitting Letters of Recommendation:

Reference: _____ Phone: _____ Relationship: _____

Reference: _____ Phone: _____ Relationship: _____

Reference: _____ Phone: _____ Relationship: _____