

Mark Kirk

U.S. Senator for Illinois

Senator Mark Kirk Internship Application



Application Check List

Internship Application (page 3)

Internship Questions (page 4)

Recommendation form to be completed by two non-family references (page 5)

Letters of recommendations are still accepted in lieu of the recommendation form

Current Resume

Cover Letter or Writing Sample (writing samples should be no more than 2 pages)

Mark Kirk

U.S. Senator for Illinois

Internship Application: Washington, D.C. and Illinois State Offices

(PLEASE PRINT)

A. Application Location and Session*

Office Location (circle one): Washington, DC Chicago Springfield

Session Applying (circle one): Winter Spring Summer I Summer II Fall

Winter Session (DC): Jan 3 – Feb 28 Spring Session (DC): March 1 – May 31 Spring Session (IL offices): Jan 3 – May 31

Summer Session I: June 1 – July 15 Summer Session II: July 16 – Aug 31 Fall Session: Sept 1 – Dec 15

** Please note, your completed application must be received 15 days before the beginning of an intern session to receive consideration*

B. Personal Information

First Name: _____ Middle Initial: _____ Last Name: _____

Name of Parent(s): _____

Permanent Address: _____

Phone: _____ E-mail Address: _____

C. Education

Current College or University: _____

Current or School Address: _____

Major: _____ Current G.P.A.: _____

Expected Graduation: _____

Extra curricular activities, honors or awards: _____



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D. Availability and Certification

I understand that I am applying for an **unpaid internship***

I will be available to work _____ hours per week**

*Students receiving educational credit should check with their educational institutions for requirements.

**It is preferable to be able to work at least 3 full days per week.

Monday_____ Tuesday_____ Wednesday_____ Thursday_____ Friday_____

I certify that the statements on this form and material are true to the best of my knowledge. I understand that knowing and willingly making false statements will result in me being rejected from the internship program.

Signature: _____ Date: _____

E. Washington, DC Internship Application Questions

These questions are ONLY to be completed by applicants applying for a Washington, DC internship.

Please type your responses to the questions below, and number appropriately.

E, 1. Interns are placed with legislative assistants to help ascertain a better understanding of policy issues. Please select three legislative areas of interest to you and explain why.

E, 2. An internship on Capitol Hill is an excellent way for college students to learn first hand how the legislative branch of the federal government operates, while gaining critical job training skills in a fast-paced, exciting work environment. Please explain how you believe this internship will help you with your future career goals.

F. Illinois Internship Application Questions

These questions are ONLY to be completed by applicants applying for an Illinois internship.

Please type your responses to the questions below, and number appropriately.

F, 1. Staffs in the Chicago and Springfield serve as liaisons to various community and professional groups. Please discuss two groups with whom you believe it is important to establish relationships, and explain why.

F, 2. What do you hope to gain personally from your internship experience, and what do you hope to contribute to either of Senator Kirk's Illinois offices?

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Internship Recommendation Form

(PLEASE PRINT CLEARLY)

Applicant's Name: _____

Recommender's Name: _____

How long have you known the applicant: _____

In what capacity have you known the applicant: _____

I do not waive my right of access this recommendation

I waive my right of access to this recommendation

Applicant's Signature

Date

Please fill out the form based on the characteristics you have observed in comparison to other students you have taught or employees you supervised.

	Below Average	Average	Above Average	Superior
1. Demonstrates critical thinking and analytical skills	_____	_____	_____	_____
2. Organizational skills	_____	_____	_____	_____
3. Writing skills	_____	_____	_____	_____
4. Ability to adapt to new challenges	_____	_____	_____	_____
5. Works well with others in a team setting	_____	_____	_____	_____
6. Works well under pressure	_____	_____	_____	_____

Please answer the following questions regarding the applicant (you may type your responses):

1. Interns are sometimes asked to research and write information on upcoming legislation. Please describe a time when you witnessed the applicant excel on a project similar in nature.

2. Interns are paired with legislative assistants in issue areas that they have chosen and often work directly with them to gain a better understanding of the issue. Please comment on the applicant's ability to take instruction and interact with others in a group situation.

Please affix any letters of support or other documents to this form.

Recommender's Signature: _____ Date: _____

Phone: _____ Organization: _____

For **Washington, DC internships**, please return the form to our DC Intern Coordinator:

Senator Mark Kirk
c/o Intern Coordinator
524 Hart Senate Office Building
Washington, DC 20510

Phone: (202) 224-2854 Fax: (202) 228-4611

For **Chicago and Springfield, IL internships**, please return this form to our IL Intern Coordinator:

Senator Mark Kirk
c/o Intern Coordinator
230 S. Dearborn Street
Suite 3900
Chicago, IL 60604

Phone: (312) 886-3506 Fax: (312) 886-2117