

## APPLICATION FOR INTERNSHIP WITH SENATOR VOINOVICH

Thank you for your interest in Senator Voinovich's internship program. Past interns have found this opportunity to be very exciting and rewarding. Senator Voinovich and his staff are looking for qualified applicants to work in Cincinnati, Cleveland, Columbus, Toledo and Washington, D.C. These positions are available in the fall, spring and summer. Interns are a valuable part of the office and are responsible for both legislative and constituent duties. Individuals must be strong writers and have good communication skills. Interns will participate in all areas of the office and will spend roughly 50 percent of their time assisting the office staff with routine tasks such as opening and distributing constituent mail, assisting in the front office, giving tours of the Capitol. The balance of their time will be spent assisting legislative staff with research, attending hearings and tracking legislative developments. By the end of the internship, students will have an excellent insight into the workings of a Senate office and how the legislative process works.

### Eligibility

The ideal student applicant will have strong academic credentials and an interest in politics. Due to the high number of applicants, internships are limited to Ohio residents and/or students currently attending a college or university in the state of Ohio. Students from all academic disciplines are encouraged to apply.

### Application

To apply for an internship, the following must be submitted as a complete package. We highly recommend that you retain a complete copy of your application packet.

Your completed application should include:

- Application Form
- Cover letter
- Resume
- Essay Response
- Two Letters of Recommendation (one academic and one professional /personal)

### Application Deadlines

Applications must be emailed, faxed or postmarked by the following dates:

Summer Sessions	March 1
Fall Session	July 1
Spring Session	November 1

### Selection

The selection process is highly competitive and consists of two parts. The application packet is the first part of the selection process. A limited number of applicants will be chosen for an interview. Final decisions can be expected by the following dates:

Summer Sessions	March 15
Fall Session	July 15
Spring Session	November 15

### Submit Application to:

Email: Internships\_Voinovich@Voinovich.senate.gov  
Fax: (202)228-2088  
Postal Mail: Senator George V. Voinovich  
Attn: Internship Coordinator  
524 Hart Senate Office Building  
Washington, DC 20510

### Housing

Locating housing while in Washington, DC is the responsibility of the intern. Interns that are selected will be provided a list of local housing programs with contact information. The names and contact information of other interns selected to participate in the same session will be sent out in the event you want to coordinate shared housing.

### Travel

Travel arrangements to and from Washington are the responsibility of the intern.

### Additional Information

If you have questions or need additional information, please contact:

Christi Mayer or Danielle Veira  
(202) 224-3353



# Senator George V. Voinovich

UNITED STATES SENATOR

524 Hart Senate Office Building · Washington, DC 20510

(202) 224-3353 · <http://voinovich.senate.gov>

## Internship Application

<b>Date:</b>	<b>Application Checklist:</b> <input type="checkbox"/> Completed Internship Application Form <input type="checkbox"/> Current Resume <input type="checkbox"/> Completed Essay <input type="checkbox"/> Two reference letters (one academic and one professional/personal) <input type="checkbox"/> College Transcript (unofficial)
<b>Full Name:</b>	
<b>Social Security #:</b>	
<b>Date of Birth:</b>	
<b>Current Address:</b>	<b>Permanent Address:</b>
<b>Current Phone:</b>	<b>Permanent Phone:</b>
<b>E-mail:</b>	<b>High School Attended:</b>
<b>Undergraduate College/University:</b>	<b>Undergraduate GPA:</b>
<b>Graduation Year:</b>	<b>Which office would you like to work in?</b> <input type="checkbox"/> Washington, DC <input type="checkbox"/> Columbus, OH <input type="checkbox"/> Cleveland, OH <input type="checkbox"/> Cincinnati, OH <input type="checkbox"/> Toledo, OH <input type="checkbox"/> Nelsonville, OH
<b>What type of internship are you looking for?</b> <input type="checkbox"/> Volunteer <input type="checkbox"/> College Credit	
<b>Which internship session are you interested in?</b> <input type="checkbox"/> Spring Session 2008 (January– May) <input type="checkbox"/> Summer Session I 2008 (Mid-May - end of June) <input type="checkbox"/> Summer Session II 2008 (July - mid-August) <input type="checkbox"/> Fall Session 2008 (August-December)	
<b>Days of the Week/Time of Day Availability:</b>	<b>How did you hear about this internship?</b>
<b>What are your post graduation plans/aspirations?</b>	
<b>Essay Question (limit to one page, double-spaced):</b> <i>Describe your position on a current event of your choice showing your understanding of both sides of the debate and why you support one viewpoint over the other.</i>	