

# **Internship Opportunities**

*with*

## **Kent Conrad**

### **United States Senator**

### **North Dakota**



**“We are looking for talented men and women who are interested in government and public service. Our interns get an up-close look at the way the federal government operates. It’s a great experience, and I’m glad we can offer it to deserving young people.”**

## **Senator Kent Conrad (D-ND)**

A fifth generation North Dakotan, Senator Kent Conrad was elected to the United States Senate in 1986 after serving six years as North Dakota's Tax Commissioner. He won a special election in 1992 with 63% of the vote to fulfill the remaining two years of the late Senator Quentin Burdick's term. Senator Conrad has earned the nickname "Chainsaw" for his stand on deficit reduction. He is known as a champion of American agriculture, and one of his top priorities has been to bring new jobs and economic opportunities to North Dakota. His seats on the Agriculture, Budget, Finance, and Indian Affairs Committees are vital to serving the needs of his constituents. Senator Conrad is currently serving his second full term in the Senate.

### **Internships**

Senator Conrad accepts several students for internships throughout each year. The program is designed to give interns an overview of the work in a congressional office, including the responsibilities and considerations of elected officials as they make public policy decisions. Interns are essential in the daily operations of the Senate offices. Assignments include researching legislation, attending hearings, answering telephones, and assisting with constituent concerns and mail.

An internship with Senator Conrad offers students a solid understanding of the legislative process and how a Senate office works to represent constituents. Interns gain not only knowledge and experience but also learn to work under pressure and prioritize multiple tasks. Many former interns go on to work as permanent staff members on Capitol Hill. Stipends are available for work in most of Senator Conrad's offices or some students arrange for academic credit. Housing and travel costs are the responsibility of the intern.

### **Application Process**

To apply for an internship, send a completed application form, letter of application, resume, current school transcript, and three letters of reference to:

Senator Kent Conrad  
657 2nd Ave. N, Room 306  
Fargo, ND 58102

Preference is given to North Dakota residents. Students who will be college juniors and seniors are encouraged to apply for internships in Senator Conrad's Washington office.

Applications are reviewed when all requested materials have been received. Students are encouraged to apply well in advance of a desired internship date. For additional information, contact:

Pamela Mohl  
Intern Coordinator  
701-232-8030

# Internship Application

Thank you for taking the time to apply for an internship with Senator Kent Conrad. Please return this application form, a letter of application, resume, current school transcript, and three letters of reference to: Senator Kent Conrad, 657 2nd Ave. N, Room 306, Fargo, ND 58102. For further information, call 701-232-8030.

Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name(s) of Parent(s): \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ County: \_\_\_\_\_

High School: \_\_\_\_\_

University/College: \_\_\_\_\_ Expected Graduation: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Advisor: \_\_\_\_\_ Advisor's Phone: \_\_\_\_\_

Interested in earning college credit for internship:      Yes      No

If yes, what department: \_\_\_\_\_

If yes, name of supervising faculty: \_\_\_\_\_ Phone: \_\_\_\_\_

## Internship Preferences

Please indicate the city in which you would like to work, the dates you would be available to work, and whether you would be available for full-time or part-time work:

Fall

Winter/Spring

Summer

Dates available: \_\_\_\_\_ Part-time      Full-time

Location desired:      Washington      Bismarck      Fargo      Grand Forks      Minot

List honors, awards, and leadership positions:

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List any experience in politics and/or government:

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Why are you interested in an internship with Senator Conrad?

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What skills or qualities do you have that would help you succeed in Senator Conrad's office?

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Letters of references from:

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

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_  
City State

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

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_  
City State

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

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_  
City State