



U.S. SENATOR – OKLAHOMA

# JAMES M. INHOFE

453 Russell Senate Office Building • Washington, D.C. 20510 • 202-224-4721

<http://inhofe.senate.gov>

## Application for Internship in the office of Senator James M. Inhofe

### Personal Information

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

Date of Birth: \_\_\_\_\_ SS#: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

Political Affiliation: \_\_\_\_\_

Dates Available for Internship: \_\_\_\_\_

Areas of Interest/Hobbies: \_\_\_\_\_  
\_\_\_\_\_

Personal Reference: \_\_\_\_\_ Phone: \_\_\_\_\_

Personal Reference: \_\_\_\_\_ Phone: \_\_\_\_\_

Personal Reference: \_\_\_\_\_ Phone: \_\_\_\_\_

### School Information

College: \_\_\_\_\_ Year in School: \_\_\_\_\_

Major/Minor: \_\_\_\_\_ GPA: \_\_\_\_\_

Relevant Coursework: \_\_\_\_\_  
\_\_\_\_\_

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

### Job Experience

Please list your most recent job first. You may attach your resume in lieu of this section or use an additional sheet if necessary.

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\_\_\_\_\_  
\_\_\_\_\_  
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## Essay Questions

Feel free to attach additional pages if necessary to complete the essay questions.

1. Briefly list what areas of public policy most interest you and explain why.

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2. Briefly describe what you expect to learn from your internship.

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3. Describe your greatest strength.

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4. Describe your greatest weakness.

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5. What are your career goals?

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## 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.

Ready to submit your application? View the [checklist](#) first.

**Please send the application and supporting materials to:**

The Honorable James M. Inhofe  
Attention: Intern Coordinator  
453 Russell Senate Office Building  
Washington, DC 20510-3603  
FAX: (202) 228-0380

Please note that the application deadline is: March 15th, for Summer Internships  
August 15th, for Fall Internships  
November 15th, for Spring Internships

## INTERNSHIP PROGRAM CHECKLIST

All 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 (March 15 for summer applicants).

Please be sure that the following items are enclosed in your application packet:

- 1 - Application form
- 2 - Writing sample
- 3 - College Transcript
- 4 - Resume (if available)

Please be sure that you have requested three (3) letters of recommendation. Some guidelines that we recommend, but do not require:

- 1 - One from a Professor/Teacher
- 2 - One from an Employer (past or present)
- 3 - 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 under separate cover, but must be received on or before the deadline. Incomplete applications will be removed from consideration.