



JOHN CORNYN

United States Senator ~ Texas

Internship Application

Instructions: Please fill out application completely. Type or print clearly. If questions are not applicable, enter NA. Be sure to thoroughly read "Internship Requirements" on page 2.

Name	Last _____ First _____	
School Mailing Address		
Permanent Mailing Address		
E-Mail Address		
Telephone Numbers	School: Permanent: Cell :	
Date of Birth	MM / DD / YEAR :	
School Information	Year: () Freshman () Sophomore () Junior () Senior University: Major: _____ Minor: _____ Anticipated Date of Graduation : _____ Grade Point Average: _____ out of _____	
Your Internship Choice <i>Place a ✓ in the <u>Session</u> for which you are applying. Then, <u>Rank the Top 3 Office Locations</u> where you wish to work. If applying for the Summer Session, please be sure to list the <u>Dates You Are Available To Work</u>.</i>	<p style="text-align: center;"><u>Session*</u></p> <p>() Summer Session <i>Minimum six week session during the months of June, July, August.</i></p> <p style="text-align: center;">Summer Dates You Are Available to Work</p> <p>From : _____ To: _____</p> <p>() Fall Session <i>- Early September to early December.</i></p> <p>() Spring Session <i>- Mid-January to early May.</i></p> <p>While semester-long internships are preferred for the Spring and Fall Sessions, our office is flexible and willing to accommodate you if there is a conflict. Please plan on working a minimum of six consecutive weeks during the Summer Session.</p>	<p style="text-align: center;"><u>Location</u></p> <p><u>Rank</u></p> <p>() Austin</p> <p>() Dallas</p> <p>() Harlingen</p> <p>() Houston</p> <p>() Lubbock</p> <p>() San Antonio</p> <p>() Tyler</p> <p>() Washington, D.C.</p>

Internship Requirements

- Interested undergraduate students must be Texas residents.
- Students must have graduated from high school, completed at least one semester of college classes, or have at least one semester of course work remaining before they obtain their undergraduate degree. Graduate students or post graduates do not qualify for the internship program;
- Our office recognizes the unpredictable nature of academic schedules. However, Washington D.C. interns are expected to work FORTY hours per week in Summer Sessions, and THIRTY hours a week in Spring and Fall sessions. State office hours are scheduled according to academic availability. While semester-long internships are preferred for the Spring and Fall Sessions, our office is flexible and willing to accommodate you if there is a conflict. Please plan on working a minimum of five consecutive weeks during the Summer Session.
- Interns are expected to dress in business attire.
- All the material listed below must be submitted before an application may be considered:
 - Completed Application Form;
 - Resume (*please include anticipated date of graduation*)
 - Official copy of college transcript;
 - Essay: Which of Senator Cornyn's policy stances or professional developments inspires you and why? The essay should be typed, between 800 and 1000 words in length, and double-spaced in 12 point font;
 - Two letters of recommendation.
- Students may send their application materials to:

The Honorable John Cornyn United States Senator ATTN: Internship Coordinator	<u>Fax</u> : (512) 469-6020	<u>Mail</u> : 221 West 6 th , Suite 1530 Austin, TX 78701
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- Students may also email an electronic version of their application to internships@cornyn.senate.gov
- Please be aware that security measures significantly delay mail. If you send your application within two weeks of the deadline, it is strongly encouraged that you fax your application.