



UNITED STATES SENATE

COMMITTEE ON ENVIRONMENT & PUBLIC WORKS
CHAIRMAN, SENATOR JAMES INHOFE
MAJORITY STAFF
WASHINGTON, DC 20510
202-224-6176

Application for Internship in the office of Environment and Public Works Committee

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 Course work: _____

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.

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.

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

3. Describe your greatest strength.

4. Describe your greatest weakness.

5. What are your career goals?

Writing Sample:

Please enclose a short, one to three page writing sample. The writing sample can be a

precious 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 Senate Committee on Environment and Public Works
Attention: Intern Coordinator
410 Dirksen Senate Office Building
Washington, DC 20510-3603
FAX: (202)224-5167*

*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 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.