

Office of Congressman Dan Boren

Instructions

Internships are open to students entering their junior or senior year of college as well as recent graduates with a strong interest in public service. The internship program offers a unique opportunity for growth, learning and meaningful service. We are looking for people who are dependable, enthusiastic and professional.

Internships are offered in my Washington, Muskogee, Claremore and McAlester offices. To be considered for an internship in the Washington office, an applicant must have attended a post-secondary institution for at least one year. Your application packet must include all the items listed below. It is important to provide complete and accurate information. Failure to do so could delay or prevent the review of your application. Please submit all materials together. **Only complete application packets will be considered.**

Due to security measures put in place in congressional offices in Washington, there is a significant delay in receiving postal mail. **Please submit your application via fax or email.**

Office of Congressman Dan Boren

ATTN: Intern Coordinator

Fax: 202-225-3038

scott.smith@mail.house.gov

Your application packet must include the following:

- Internship application form
- Current resume
- Cover letter indicating the primary area of interest (i.e. public policy, media, administrative support)
- Completed essay questions
- Two letters of recommendation (one professional and one academic)
- Unofficial transcript

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT SCOTT SMITH:

Scott Smith

202-225-2701

scott.smith@mail.house.gov

Office of Congressman Dan Boren

Application Form

DESCRIPTION: Interns will assist the Congressman and staff with the day-to-day operations of a congressional office. This includes: opening and answering mail, data entry, researching relevant issues, answering phones, giving Capitol tours (D.C. office only), greeting constituents and attending meetings. All internships are unpaid. The office does not provide housing or transportation for interns.

Office Applying for: (Select one)

Washington, D.C. Muskogee Claremore McAlester

Session Applying for: (Select one)

Fall September through mid-December
 Spring January through May
 Summer I Memorial Day through mid-summer
 Summer II Mid-summer through Labor Day

Full Name: _____ **Today's Date:** _____

Social Security Number: ____-____-____ **Date of Birth:** ____-____-____

School Address: _____ Home Address: _____

Telephone Numbers: School: ____-____-____ Home: ____-____-____ Cell: ____-____-____

Email Address: _____

Citizenship: Are you a citizen of the United States? (Select One) Yes No

If no, what type of visa do you hold? From what country? _____

Are you a resident of Oklahoma? (Select one) Yes No

Availability: _____

DISTRICT OFFICE:

I will be available to work ____ hours per week.

DC OFFICE:

I am available Full-Time: _____

School currently attending: _____

CURRENT ACADEMIC STATUS:

___ Junior ___ Senior ___ Graduate

Major: _____ Minor: _____

Grade Point Average: _____

Adviser's name and telephone number:

Will you be earning college credit for your internship? (Select one) ___ Yes ___ No

Note: Awarding academic credit is at the discretion of your academic institution. Arrangements for credit should be made prior to beginning the internship. (Please send or fax any required forms before your internship begins.)

Essays

On a separate sheet of paper, in 500 words or fewer, please answer each of the following essay questions:

Public service careers present both rewards and challenges. What qualities equip you for such challenges? What do you see as the rewards of a career in public service?

Honor Statement

Signature _____ Date signed _____

I certify that, to the best of my knowledge, the information contained herein is accurate and complete. I understand that providing false information may be grounds for not considering my application or terminating my internship after it begins.