



Senator Amy J. Klobuchar

UNITED STATES SENATOR

302 Hart Senate Office Building · Washington, DC 20510

(202) 224-3244 · <http://klobuchar.senate.gov>

Internship Application

Date:	Application Checklist: <input type="checkbox"/> Completed Internship Application Form <input type="checkbox"/> Current Resume <input type="checkbox"/> Completed Essay <input type="checkbox"/> Two reference letters (one academic/one professional or personal) <input type="checkbox"/> College Transcript (unofficial)
Full Name:	
Current Address:	
Permanent Address:	
Current Phone:	Permanent Phone:
E-mail:	High School Attended:
Undergraduate College/University:	Undergraduate GPA:
Graduation Year:	Which office would you like to work in? <input type="checkbox"/> Washington, DC <input type="checkbox"/> Moorhead, MN <input type="checkbox"/> Minneapolis, MN <input type="checkbox"/> Virginia, MN <input type="checkbox"/> Rochester, MN
What type of internship are you looking for? <input type="checkbox"/> Volunteer <input type="checkbox"/> College Credit	
Which internship session are you interested in? <input type="checkbox"/> Spring Session (January– May) <input type="checkbox"/> Summer Session I (Mid-May thru end of June) <input type="checkbox"/> Summer Session II (July thru mid-August) <input type="checkbox"/> Fall Session (August-December)	
Days of the Week/Time of Day Availability:	How did you hear about this internship?
What are your post graduation plans/aspirations?	
Essay Question (limit to one page, double-spaced): Describe your position on a current event of your choice showing your understanding of both sides of the debate and why you support one viewpoint over the other.	

APPLICATION FOR INTERNSHIP WITH SENATOR KLOBUCHAR

Thank you for your interest in Senator Klobuchar's internship program. Past interns have found this opportunity to be very exciting and rewarding. Senator Klobuchar and her staff are looking for qualified applicants to work in Minneapolis, Rochester, Moorhead, Virginia and Washington, D.C. These positions are available in the fall, spring and summer. Interns are a valuable part of the office and are responsible for both legislative and constituent duties. Individuals must be strong writers and have good communication skills. Interns will participate in all areas of the office and will spend roughly 50 percent of their time assisting the office staff with routine tasks such as opening and distributing constituent mail, assisting in the front office, giving tours of the Capitol. The balance of their time will be spent assisting legislative staff with research, attending hearings and tracking legislative developments. By the end of the internship, students will have an excellent insight into the workings of a Senate office and the legislative process.

Eligibility

The ideal student applicant will have strong academic credentials and an interest in politics. Due to the high number of applicants, internships are limited to Minnesota residents and/or students currently attending a college or university in the state of Minnesota. Students from all academic disciplines are encouraged to apply.

Application

To apply for an internship, the following must be submitted as a complete package. We highly recommend that you retain a complete copy of your application packet. Your completed application should include:

- Application Form
- Cover letter
- Resume
- Essay Response
- Two Letters of Recommendation (one academic and one professional /personal)

Application Deadlines

Please check www.klobuchar.senate.gov/internships.cfm for Washington, DC application deadline dates. State applications are accepted on a rolling basis.

Selection

The selection process is highly competitive and consists of two parts. The application packet is the first part of the selection

Washington D.C. Applications

Office of Senator Amy Klobuchar
c/o Internship Coordinator
302 Hart Senate Office Building
Washington, D.C. 20510
Phone: 202-224-3244
Fax: 202-228-2186
Email: [DC Intern Coordinator](mailto:DC_Intern_Coordinator@klobuchar.senate.gov)

(Please note that items shipped to the DC office may take 2-3 weeks to arrive, due to security protocols)

Minnesota Applications

Office of Senator Amy Klobuchar
1200 Washington Avenue South, Suite 250
Minneapolis, MN 55415
Phone: 612-727-5220
Fax: 612-727-5223
Email: [Twin Cities Intern Coordinator](mailto:Twin_Cities_Intern_Coordinator@klobuchar.senate.gov)

Housing

Locating housing while in Washington, DC is the responsibility of the intern. Interns that are selected will be provided a list of local housing programs with contact information. The names and contact information of other interns selected to participate in the same session will be sent out in the event you want to coordinate shared housing.

Travel

Travel arrangements to and from Washington are the responsibility of the intern.

process. A limited number of applicants will be chosen for an interview.