



## Congressman John Barrow

### Representing Georgia's 12<sup>th</sup> District

### U.S House of Representatives

Thank you for your interest in interning with the Office of Congressman John Barrow.

Internships in Congressman Barrow's office are open to high school seniors, undergraduate or graduate students in good academic standing, and recent graduates. All applicants should have a demonstrated interest in public service and excellent research and writing skills.

The Internship Program is designed to allow students to apply lessons learned in class to a work environment, to make professional contacts, to obtain extensive knowledge of government agencies, and to learn how a Congressional office functions to serve constituents. In today's job market, the experience that an internship provides is a valuable opportunity for career development. The program is without compensation. However, students may earn academic credit.

Because the number of applicants greatly exceeds the number of available positions, the selection process is necessarily very competitive. Candidates are selected based on academic achievement, demonstrated leadership, interest in public policy, and community service. Applicants will be selected on the basis of their written applications and a personal interview. Not all applicants can be interviewed, and not all those interviewed can be accepted. But all applications are appreciated, and all applicants are encouraged to pursue public service throughout their careers.

#### Application Instructions

1. Complete all sections of the application, even if a resume is also submitted.
2. Submit a letter of recommendation written by either a current or former instructor or current or former employer.
3. Submit official transcripts from all institutions attended.
4. Submit a one-page essay for the following question:  
What do you hope to gain as an intern in the Office of Congressman John Barrow? Describe how this position ties into your future goals.
5. Mail or fax all application materials directly to:  
**Office of Congressman John Barrow**  
**Attn: Internship Coordinator**  
**213 Cannon House Office Building**  
**Washington, DC 20515**  
**Fax: (202)225-3377**

CONGRESSMAN JOHN BARROW  
12<sup>th</sup> Congressional District of Georgia  
**INTERNSHIP APPLICATION**

**I. PERSONAL INFORMATION**

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

Local Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Date of Birth (Month/Day/Year): \_\_\_\_\_

Emergency Contact Information:

1. Name/ Relationship: \_\_\_\_\_ Daytime Telephone #: \_\_\_\_\_

2. Name/ Relationship: \_\_\_\_\_ Daytime Telephone #: \_\_\_\_\_

**II. ACADEMIC/ COMMUNITY SERVICE**

1. List the schools you have attended:

|                |          |     |                 |
|----------------|----------|-----|-----------------|
| High School    | Location | GPA | Graduation Date |
| Junior College | Degree   | GPA | Graduation Date |
| College        | Degree   | GPA | Graduation Date |
| Other          | Degree   | GPA | Graduation Date |

Current Classification (please circle): Freshman    Sophomore    Junior    Senior    Graduate

2. List your major and minor fields of current study.

Major: \_\_\_\_\_

Minor: \_\_\_\_\_

3. List any Academic Honors, Scholarships, Special Awards, or Certificates:

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4. Describe your community service activities:

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5. If a faculty member is responsible for approving credit and/or your participation in this program, please identify:

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

Department/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Academic Credit: \_\_\_\_\_ (credit hours)

**III. PROFESSIONAL & RESEARCH EXPERIENCE**

1. List any previous internships and jobs, including dates, location, and duties:

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2. List all Political Science, Civics, English, International Relations, and any other public policy-related courses that you have taken in College/graduate School:

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**IV. PLACEMENT INFORMATION**

**Office Hours: MONDAY-FRIDAY 9:00-5:30p.m. 10 HOURS PER WEEK is MINIMUM Required.**

How many hours per week are you available to work? \_\_\_\_\_

When? M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ Th \_\_\_\_\_ F \_\_\_\_\_

**V. CERTIFICATION**

I hereby certify that all the information provided in this application is accurate:

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Parent/ Guardian's Signature (If applicant is under 18) Date