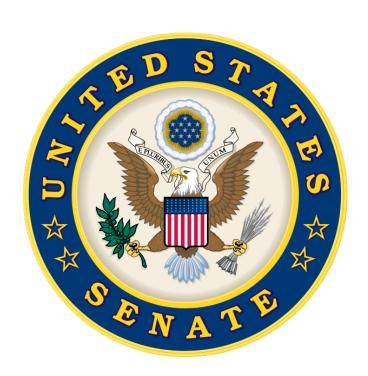


Senator Mark Kirk Internship Application



Application Check List

	Internship Application (page 3)
	Internship Questions (page 4)
Recomi	nendation form to be completed by two non-family references (page 5) Letters of recommendations are still accepted in lieu of the recommendation form
Current	Resume
	Cover Letter or Writing Sample (writing samples should be no more than 2 pages)



Internship Application: Washington, D.C. and Illinois State Offices(PLEASE PRINT)

A. Application Location and Session*

Extra curricular activities, honors or awards:

B. Personal Information

Office Location (circle one): Washington, DC Chicago Springfield

Session Applying (circle one): Winter Spring Summer I Summer II Fall

Winter Session (DC): Jan 3 – Feb 28 Spring Session (DC): March 1 – May 31 Spring Session (IL offices): Jan 3 – May 31

Summer Session I: June 1 – July 15 **Summer Session II**: July 16 – Aug 31 **Fall Session**: Sept 1 – Dec 15

* Please note, your completed application must be received 15 days before the beginning of an intern session to receive consideration

First Name:	Middle Initial:	Last Name:
Phone:	E-mail Address:	
C. Education		
Current College or University: _		
Current or School Address:		
Major:		Current G.P.A.:
Expected Graduation:		

D. Availability an I understand that I ar		npaid internship*		
I will be available to	work	hours per week**		
		nould check with their ed ast 3 full days per week.		r requirements.
Monday	Tuesday	Wednesday	Thursday	Friday
•			•	nowledge. I understand that om the internship program.
Signature:			Date:	

E. Washington, DC Internship Application Questions

These questions are ONLY to be completed by applicants applying for a Washington, DC internship. Please type your responses to the questions below, and number appropriately.

- E, 1. Interns are placed with legislative assistants to help ascertain a better understanding of policy issues. Please select three legislative areas of interest to you and explain why.
- E, 2. An internship on Capitol Hill is an excellent way for college students to learn first hand how the legislative branch of the federal government operates, while gaining critical job training skills in a fast-paced, exciting work environment. Please explain how you believe this internship will help you with your future career goals.

F. Illinois Internship Application Questions

These questions are ONLY to be completed by applicants applying for an Illinois internship. *Please type your responses to the questions below, and number appropriately.*

- F, 1. Staffs in the Chicago and Springfield serve as liaisons to various community and professional groups. Please discuss two groups with whom you believe it is important to establish relationships, and explain why.
- F, 2. What do you hope to gain personally from your internship experience, and what do you hope to contribute to either of Senator Kirk's Illinois offices?



Internship Recommendation Form (PLEASE PRINT CLEARLY)

Applicant's Name:				
Recommender's Name:				
How long have you known the applicant:				
In what capacity have you known the applicant:				
I do not waive my right of access this recommendation	I waive my recommend	right of acce	ss to this	
Applicant's Signature	Date			
Please fill out the form based on the characte other students you have taught or employees	•		d in compa	arison to
1. Demonstrates critical thinking and analytical skills	Below Average	Average	Above Average	Superior
2. Organizational skills				
3. Writing skills				
4. Ability to adapt to new challenges				
5. Works well with others in a team setting				
6. Works well under pressure				

Please answer the following questions regarding the applicant (you may type your responses):
1. Interns are sometimes asked to research and write information on upcoming legislation. Please describe a time when you witnessed the applicant excel on a project similar in nature.
2. Interns are paired with legislative assistants in issue areas that they have chosen and often work directly with them to gain a better understanding of the issue. Please comment on the applicant's ability to take instruction and interact with others in a group situation.
Please affix any letters of support or other documents to this form. Recommender's Signature:
Phone: Organization:
For Washington , DC internships, please return the form to our DC Intern Coordinator:
Senator Mark Kirk c/o Intern Coordinator 524 Hart Senate Office Building Washington, DC 20510
Phone: (202) 224-2854 Fax: (202) 228-4611
For Chicago and Springfield, IL internships, please return this form to our IL Intern Coordinator:
Senator Mark Kirk c/o Intern Coordinator 230 S. Dearborn Street Suite 3900 Chicago, IL 60604

Phone: (312) 886-3506 Fax: (312) 886-2117