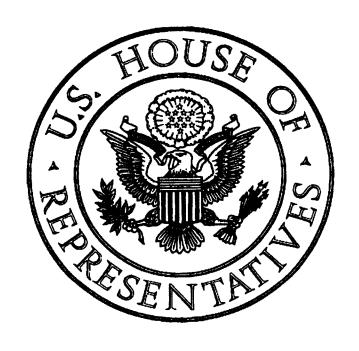
### Constituent Services Internship Opportunities

with

## Congressman Leonard Boswell



in the

Iowa District Office

# CONSTITUENT SERVICES INTERNSHIP OPPORTUNITIES WITH CONGRESSMAN LEONARD BOSWELL'S OFFICE IN DES MOINES, IOWA

Congressman Leonard Boswell is looking for interns who want to learn more about the federal government and want to be a part of a hardworking team, dedicated to serving the citizens of Iowa's Third District.

**Qualifications:** Applicants are preferred to have completed at least one year of college and have an interest government and the social sciences. Applicants should have a strong interest in social policy and have good problem-solving, verbal and written communication, and research skills. A willingness to serve the public with a wide variety of concerns and the ability to work independently as well as part of a team is also important.

**Program Outline:** Internships are available in the spring and fall semesters, as well as over the summer break. Applications are accepted throughout the year. Internships are unpaid and are available for school credit if approved by the college/university. The work schedule is flexible, but an applicant should be available for at least two full days per week.

Job Description: Interns in the Iowa office assist with constituent services duties, including casework, grant research, academy nominations, outreach, attending constituent meetings, and numerous other activities. Casework responsibilities include conducting intakes on constituents' problems and concerns, work through cases to problem resolution/referral under supervision, and various other duties. A job description is available upon request.

**Application Procedure**: All applicants must contact the Intern Coordinator for an application. The application requires a cover letter, resume, college transcript, and a letter of recommendation. Please contact:

Congressman Leonard Boswell Attn: Intern Coordinator 300 East Locust, Suite 320 Des Moines, IA 50309

**Application Deadline**: Students may apply at any time For more information, please call toll-free 1-888-432-1984 or write to the address above.

Washington, D.C. Office: Legislative internships are also available in Congressman Boswell's office in Washington, D.C. Please call (202) 225-3806 for more information.

#### AGREEMENT FOR THE PROVISIONS OF GRATUITOUS SERVICES

	(First Name)	(M.I.)	(Last Name)
perform ser designed pr return for th against the	vices in the office of I marily for my educat e services that I perfo	Representative ional benefit, a rm. I further a or the United S	n being provided an opportunity to Leonard Boswell on a gratuitous and that I will not receive compensions that I waive any and all claim tates Government for payment of or this agreement.

#### INTERN APPLICATION OFFICE OF REPRESENTATIVE LEONARD BOSWELL

#### PERSONAL INFORMATION

FULL NAME:			DATE:		_
PERMANENT ADDRESS:					_
CITY:	_STATE:		ZIP:		
PHONE:					
CURRENT ADDRESS:					_
CITY:	_STATE:		ZIP:		<del></del>
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DATE OF BIRTH:		SOCIAL SECU	RITY NUMBER:_		
PARENT/GUARDIAN NAME:			PHONE:		
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COLLEGE/UNIVERSITY IN WHICH CURRENTLY ENROLLED:					
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PLEASE ATTACH TO THIS APPLICATION A COVER LETTER, RESUME, TRANSCRIPT, AND A LETTER OF RECOMMENDATION. RETURN THEM TO:

CONGRESSMAN LEONARD BOSWELL
Attn: Intern Coordinator
300 East Locust, Suite 320
Des Moines, IA 50309

### INTERN APPOINTMENT FORM OFFICE OF REPRESENTATIVE LEONARD BOSWELL

I,	ee to serve as an intern in the Office of
I,, agree Representative Leonard Boswell. I understand that to	serve as an intern with the Office, I must either
be enrolled in a degree program at an educational ins	stitution OR the purpose of my internship must
be to further my personal educational plan or pro	gram as agreed on by me and the Office. I
understand that I am being appointed on a temp	
onand ends no later than_	•
- 10 11 11 1	
I verify that (check one):	
This is my first internship wi	ith the Office
This is my first internising wi	in the Office.
I previously served as an inte	ern with the Office from
to	
Date:	
	Intern Signature
Deter	
Date:	Intern Coordinator's Signature or
	Chief of Staff

#### FOR OFFICE USE ONLY

An intern cannot serve a total of more than 12 months as an intern with an office.

### INTERN FACT SHEET OFFICE OF REPRESENTATIVE LEONARD BOSWELL

NAME:
LOCAL ADDRESS:
PHONE:
* * * * * * * * * * * * * * * * * * * *
IN CASE OF EMERGENCY CONTACT:RELATIONSHIP
ADDRESS:
PHONE:
* * * * * * * * * * * * * * * * * * * *
SCHOOL/UNIVERSITY:
DATE OF GRADUATION:
ARE YOU PARTICIPATING IN AN OFFICIAL INTERN PROGRAM?
IF YES, PLEASE LIST SUPERVISOR:
ADDRESS:
PHONE:
REQUESTED DATES OF INTERNSHIP: