

Office of Congressman Tim Griffin (AR-02)

Internship Application

Internships are offered throughout the year in both the Little Rock, AR and Washington, DC offices. The Internship Program is a great way for students to learn more about public service and the legislative process. Space for Congressional interns is limited, and all internships are unpaid. Internships are open to college and graduate students, as well as recent graduates. Please complete this application and email it along with the other required documents to Tim.Griffin@mail.House.gov.

APPLICATION DEADLINES:

Winter/Spring 2013 – December 15th

Summer 2013 – April 15th

Fall 2013 – August 1st

****Rolling Applications Accepted As Available****

Full Name: _____

Date: _____

CONTACT INFORMATION:

Home Address: _____

E-Mail Address: _____ Cell Phone: _____

SCHOOL INFORMATION:

Name of School: _____

School Address: _____

Year in School: _____ Major: _____ G.P.A.: _____

INTERNSHIP PREFERENCES:

Desired Semester or Term:

Fall – Begins Sept. 1st Dates of Availability: _____

Winter/Spring – Begins January 7th Dates of Availability: _____

Summer – Begins June 3rd Dates of Availability: _____

Desired Type of Internship:

Little Rock, AR Responsibilities include answering phones, processing constituent mail and assisting staff with casework and community outreach. Qualified individuals will display strong writing skills and attention to detail.

Washington, DC – Legislative Responsibilities include answering phones, processing constituent mail and assisting legislative staff with research and correspondence. Qualified individuals will display strong writing skills and attention to detail.

Washington, DC – Press Responsibilities include monitoring the news, drafting statements, assisting with research and responding to new media questions. Qualified individuals will display strong writing skills and attention to detail.



APPLICATION CHECKLIST:

- Completed Application
- Cover Letter
- Resume
- Academic Transcript
- Writing Sample (preferably 1 page – no longer than 2 pages)
- Academic Recommendation

Email all materials to Tim.Griffin@mail.House.gov