



Internship Application

Personal Information

Name: _____

E-mail Address: _____ Phone: _____

Parent(s)' or Guardian(s)' Names: _____

Parent(s)' or Guardian(s)' Address: _____

Parent(s)' or Guardian(s)' Phone: _____ or _____

Availability

Please indicate the days and times you are available: Fall/Spring applicants are required to work at least 16 hours and Summer internships are full-time (Monday-Friday, 9 am-6 pm), unpaid positions.

From (date): _____ to (date): _____ M T W Th F _____

_____ am/pm to _____ am/pm

Office Preference: Baltimore: _____ Washington, D.C.: _____

Internship Preferences (Washington Office candidates only)

Please indicate your preference for session assignment.

Fall Semester: _____ Spring Semester: _____ Summer Semester: _____

Are you applying to any other Senate office internships this year? Yes: _____ No: _____

Have you ever interned for the U.S. Congress (either House or Senate)? Yes: _____ No: _____

If yes, when and where? _____

School Information

College or University: _____ - _____ '8

Major/Minor: _____ GPA: _____ out of _____

If in high school, name of school and status: _____

Are you fluent in any foreign language? If yes, please list: _____

Do you have any computer skills other than word? _____

Resume Information

Please submit a resume with your application. If you would like to go into greater detail on any aspect of your resume, please do so on a separate sheet of paper and submit with your resume.

Writing Samples

Please submit a one page summary on why you would like to intern in Senator Cardin's office.

Please submit a one page letter that you have drafted as an answer to a constituent concern. Pick a topic of your choice and don't worry about selecting something controversial. The letter should be addressed to a Maryland constituent from Senator Cardin. (For example, a letter to Sue B. from Frederick, MD, regarding her concerns about health care costs).