



Congresswoman Linda T. Sánchez'
Training for Tomorrow Congressional Internship Program
District Office- Cerritos, CA
Application- Fall 2012

Instructions

Please submit the following documents along with this application form: a) Cover letter, b) résumé and c) hardship statement (only if applying for paid position). Please contact your school's Career Center for questions about writing a cover letter or résumé. Please respond to all questions on this application or insert a "N/A" if the field does not apply to you.

Submit complete application via email to lindasanchez.internship@mail.house.gov, fax to (562) 924-2914 or mail to ATTN: Internship Coordinator, Office of Congresswoman Linda T. Sánchez, 17906 Crusader Avenue, Suite 100, Cerritos, CA 90703. **No incomplete applications will be accepted. Application must be received before the deadline.**

Deadline to apply is Friday, August 10, 2012 at 5pm.

Name: _____

School Address: _____ City: _____ Zip: _____

Permanent Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell: _____

E-mail: _____

Name of High School: _____ City: _____

Name of College (if applicable): _____ City: _____

Current Unweighted Cumulative GPA: _____

I am applying for: (please mark all that apply)

- _____ Paid full-time internship**
- _____ Paid part-time internship**
- _____ Unpaid full-time internship
- _____ Unpaid part-time internship

** Paid positions are based on financial need. If applying for paid position, you must provide a one page, double-spaced hardship statement describing your financial needs. Information provided is considered confidential and will only be shared with the Selection Committee.

Weekly Internship Schedule

Please indicate the *hours* you will intern each day between 9AM and 6PM.

Interns cannot sign up to intern before 9AM or after 6PM.

All interns must work a minimum of 10 hours per week.

Those applying for a full-time position must participate 9am-6pm Monday through Friday.

Example: From 9:00am to 12noon

Monday: From _____ to _____

Tuesday: From _____ to _____

Wednesday: From _____ to _____

Thursday: From _____ to _____

Friday: From _____ to _____

Are you available on occasional evenings or weekends for special events? Y / N

References

Please provide information for two references that are not related to you. One must be an academic reference and the second must be someone who has supervised your work/volunteer work.

1. _____
Name Daytime Phone Academic Reference Years Known

2. _____
Name Daytime Phone Work or Volunteer Supervisor Years Known

Application Checklist

- Résumé- One page.
- Cover letter- One page, single spaced. Must answer the following questions:
 - o Why are you interested in interning with Congresswoman Sánchez?
 - o What is your personal connection to the 39th Congressional District of California?
 - o What special skills or experiences do you possess that you feel would benefit the office of Congresswoman Sanchez?
 - o What do you hope to gain from interning with Congresswoman Sanchez' office?
- Hardship Statement- Only required if applying for the paid position. One page, double spaced.

I certify that the information in this application is complete and accurate to the best of my knowledge. I am aware that any false statement may result in the disqualification for an internship position with the Office of Congresswoman Linda T. Sánchez.

Signature: _____

Date: _____