



Congresswoman Linda T. Sánchez's Congressional Internship Program

Congresswoman Linda Sánchez values education and encourages students and recent graduates to actively participate in government. This program is designed for students who want to explore a career in public service.

Job Description: District Intern

District interns will work in a dynamic environment assisting with the operations of a congressional office. Duties include, but are not limited to: answering constituent calls, greeting constituents and visitors, assisting with Federal Casework intake, processing White House tour requests, creating flyers, event planning, clerical work, and other district-based projects. District interns will also have the opportunity to learn about the 38th Congressional District of California by shadowing Field Representatives at community events, legislative briefings, and meetings.

Minimum Qualifications

- Priority is given to applicants who, live, work, or go to school in the 38th Congressional District
- Open to high school, college students, and recent graduates
- 3.0 unweighted GPA
- Ability to prioritize and multitask with a mature and responsible attitude
- Candidate should demonstrate a positive attitude and commitment to excellence
- Must have an understanding of government agencies and structure (city, county, state, and federal)
- Applicant must be detail-oriented, possess strong writing, and speaking skills
- Proficient with Microsoft Word, Excel, Publisher, and Outlook
- Knowledge of a foreign language is a plus

Location: Norwalk, CA

Key Dates: Spring Session (February-May)

- Program Begins – Monday, February 3rd, 2020
- Program Ends – Friday, May 29th, 2020

Program is flexible for students who have finals.

Please note this is an unpaid position.

For more information, please email: lindasanchez.internship@mail.house.gov

*****Deadline to Apply: Friday, January 24th, 2020*****

Applications will be accepted after the deadline, if positions are still open.

**** Program schedule start and end dates are flexible for College Students ****



**Congresswoman Linda T. Sánchez's
Congressional Internship Program
District Office - Norwalk, CA
Spring 2020 Application**

Instructions

To be considered you must submit this application form, a formal cover letter, and a résumé.
Please respond to all questions on this application or insert a "N/A" if the field does not apply to you.

**Submit application, cover letter, and résumé, via e-mail to
lindasanchez.internship@mail.house.gov
(Send only Microsoft Word or PDF documents)**

Or mail to:

**ATTN: Anabel Cuevas - Internship Coordinator
Office of Congresswoman Linda T. Sánchez
12440 E. Imperial Hwy. Ste. 140, Norwalk, CA 90650**

No incomplete applications will be accepted.

Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

E-mail: _____

School: _____

Grade/Year: _____ City: _____

Current Unweighted Cumulative GPA: _____

Available to start: _____

Weekly Internship Schedule

Please indicate the hours you are available each day between 8:30AM - 5:30PM. **A minimum commitment of 10 hours a week is required for the program.**

Example: From 9:00am to 3:00pm

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

Is this your first time applying? 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	Years Known	Daytime Phone	Academic Reference
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2. _____

Name	Years Known	Daytime Phone	Work or Volunteer Supervisor
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Application Checklist

- Completed Application
- Résumé
- Cover letter - One page, double spaced. Must answer the following questions:

- Why should you be selected to participate in the Internship Program?
- How do you personally connect to 38th Congressional District and the Congresswoman's political platform?
- What local or federal issues are you interested in learning more about?

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: _____