



# Congresswoman Linda T. Sánchez's Congressional Internship Program

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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 virtually assisting with the operations of a congressional office. Duties include, but are not limited to: answering constituent calls, assisting with Federal Casework intake, creating flyers, event planning, clerical work, and other district-based projects. District interns will also have the opportunity to learn about the 38<sup>th</sup> Congressional District of California by virtually shadowing Field Representatives.

## **Minimum Qualifications**

- Priority is given to applicants who, live, work, or go to school in the 38<sup>th</sup> 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

## **Key Dates: Spring Session (January-May)**

- **Program Begins** – Monday, January 25<sup>th</sup>, 2021
  - **Program Ends** – Friday, May 28<sup>th</sup>, 2021

Program is flexible for students who have finals.

For more information, please email: [lindasanchez.internship@mail.house.gov](mailto:lindasanchez.internship@mail.house.gov)

**\*\*\*Deadline to Apply: Friday, January 8<sup>th</sup>, 2021\*\*\***

**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)**

**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 38<sup>th</sup> 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: \_\_\_\_\_