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 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: Summer Session: June-August**
- Program Begins – June 18th (Date subject to change)
  - Program Ends – August 31st

*Date 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: May 23, 2018**

Applications will be accepted after the deadline if positions are still open.
Congresswoman Linda T. Sánchez’s Congressional Internship Program
District Office - Norwalk, CA
Summer 2018 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: Ally Hernandez - 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 will intern each day between 8:30AM - 5:30PM.

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

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

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: ____________________________