

OFFICE OF SENATOR ELIZABETH DOLE

**INTERNSHIP APPLICATION FORM
(PLEASE PRINT OR TYPE)**

Office Applying for: (Check One) Washington, D.C. Raleigh Salisbury Greenville Hendersonville

Session Applying for: (Check One) Fall Spring Summer I Summer II

Session Dates: _____ (Listed on Senator Dole's website)

Full Name: _____ Today's Date: _____

Date of Birth: ____ - ____ - ____

Name of School Home Address

Address

City State Zip Code City State Zip Code

School Phone Home Phone

Cell Phone Email Address

Citizenship: Are you a citizen of the United States? (Check One) Yes No

If no, what type of visa do you hold? _____ From what country? _____

Are you a registered voter? (Check One) Yes No

Do you live in North Carolina? (Check One) Yes No

Availability:

I understand that I am applying for an unpaid internship. I will be available to work _____ hours per week.

I am available Full-Time: _____

I am available Part-Time: _____ at the following times:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

School currently attending: _____

Year in School AS OF TODAY: (Check One) Freshman Sophomore Junior Senior

Major: _____ Minor: _____

G.P.A. _____

Advisor's Name and Telephone Number: _____

Will you be earning College Credit for your Internship? (Check One) Yes No

Note: Awarding academic credit is at the discretion of your academic institution.

Arrangements for credit should be made prior to beginning the internship.

Honors and Activities: _____

Previous Work Experience: _____

On a separate sheet of paper, please complete each of the following essay questions, in 350 words or less:

1. How did you become interested in public service?
2. Why do you wish to intern in the Office of Senator Dole?
3. What do you hope to accomplish during your internship?

Signature _____ Date signed _____

I certify, to the best of my knowledge and belief that the information contained herein and attached to this application, is accurate, true, and complete. I understand that false or fraudulent information on or attached to this application may be grounds for not considering my application, or terminating my internship after it begins.

Please remember to attach all required materials (current resume, cover letter, three completed essay questions, two letters of recommendation, and a copy of your unofficial transcript). Your packet must be complete in order to be considered for an Internship with Senator Dole.

Thank you for your interest in serving in the Office of Senator Elizabeth Dole. If you have any questions please contact James Kraehenbuehl at 202-224-6342.

Application Process

To be considered for an internship, your Application Packet must include all items listed below. It is very important to provide complete and accurate information so we may fully evaluate your qualifications.

Your Application Packet must include the following:

- _____ Internship Application Form
- _____ Current Resume
- _____ Cover letter indicating the applicant's primary area of interest
(i.e. public policy, media, administrative support)
- _____ Completed essay questions (3)
- _____ Letters of recommendation (2)
(Non-family members; photocopies are fine)
- _____ Transcript (photocopy is fine)

Required interviews for candidates will be scheduled by the intern coordinator in each office. The interviews will be conducted over the phone or in person, depending on location and scheduling.