



# JOHNNY ISAKSON

UNITED STATES SENATOR · GEORGIA



## INTERN APPLICATION

Senator Isakson’s intern program is an opportunity for college students to spend a Fall or Spring semester or six weeks in the summer at either our Washington, DC, or Atlanta, Georgia, office. Interns learn about the workings of the United States Senate, Senator Isakson’s office and federal legislation that affects Georgians. We select between 4-8 interns for our DC program and 2-5 for our Atlanta program based on the strength of their applications, resumes and interviews.

Interns in our DC office will be assigned to one of three areas during their time in the office, but will also be expected to be a team player and help in whatever capacity is needed. These areas are constituent services, press/scheduling and legislative services. Interns will work with staff members to respond to the needs of Georgia’s constituents. Interns in our DC office must be **21 years old** at the start of their internship.

We are looking for mature and responsible applicants who are eager to show initiative and who will make the most of their opportunity as an intern. We expect our interns to take their job seriously and to ensure that their actions inside and outside the office always reflect positively on Georgia and the Senator.

### Personal Information

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Home Town: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Educational History**

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College/University: \_\_\_\_\_

Graduation Date (Expected): \_\_\_\_\_ G.P.A. \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

High School: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

### **INTERNSHIP DATES:**

**Please indicate the period for which you are applying: (check one)**

- Spring** /January 10-May 6, 2011     **Summer I** /May 23-July 1, 2011  
 **Summer II** /July 5-August 12, 2011     **Fall** /August 22-December 9, 2011

**Preference for internship location: (Check one)**

- Atlanta Office     D.C. Office     Either Office

All internships are unpaid. Interns are expected to cover their own housing and transportation costs. Parking is limited on Capitol Hill and interns are discouraged from having a car while living in DC. A list of housing information is available on our website and we would be happy to answer any housing questions.

**If you are applying for an internship in DC, will you be 21 years of age by the date the internship begins?**

- Yes     No

**DC Applicants only: Please rank in order your top three (3) preferences for intern job assignment**

- Reception/General Administrative     Mail/Correspondence  
 Constituent Service/Tours     Press/Scheduling Office     Legislative

**Note:** Interns are exposed to a variety of work situations, but we cannot guarantee certain assignments. By returning this form, you acknowledge your willingness to participate in any job assigned. All interns will serve in an unpaid status.

**Please provide contact information for three personal (but not related to you) or professional references:**

- \_\_\_\_\_  
\_\_\_\_\_
  - \_\_\_\_\_  
\_\_\_\_\_
  - \_\_\_\_\_  
\_\_\_\_\_
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**Do you expect to receive academic credit for this internship?**

Yes

No

**What do you plan to take away from this experience that fits your longterm goals or career objectives?**

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**Teamwork is a necessity in our office. What unique skills and experience can you bring as a team member?**

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I certify that my answers are true and complete to the best of my knowledge. I understand that false or misleading information in my application or interview may result in my dismissal from the office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit your resume and this completed form by the deadline either by fax to (770) 661-0768 or by email to [katy\\_mcever@isakson.senate.gov](mailto:katy_mcever@isakson.senate.gov) . (Email is preferred)**

**DEADLINE:** Applications must be received no later than **October 22, 2010 for Spring 2011 and February 25, 2011 for Summer 2011**. Applications received after the deadline will not be considered.

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

**If you have any questions, please contact Ms. Katy McEver, Intern Coordinator, at (770) 661-0999**