



# 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, Ga., office. Interns learn about the workings of the U.S. Senate, Senator Isakson's office and federal legislation. We select between four and eight interns for our DC program and between two and five interns for our Atlanta program based on the strengths of their applications, resumes, and interviews.

Interns in our DC office are assigned to one of four areas—constituent services, press/scheduling, legislative services, or with the Senate VA Committee—during their time in the office, but will also be expected to help in whatever capacity is needed. Interns work with staff members to respond to the needs of Georgia's constituents. **Interns in our DC office must be at least 21 years old at the start of their internship. Interns in our Atlanta office must be at least 18 years old at the start of their internship and enrolled in college at the time of application or internship.**

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

# Senator Johnny Isakson Intern Application

## **Personal Information**

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Name (first, middle, last): \_\_\_\_\_

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

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

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

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

Hometown: \_\_\_\_\_

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: \_\_\_\_\_

Postgraduate (if applicable): \_\_\_\_\_

Graduation Date (Expected): \_\_\_\_\_

**INTERNSHIP DATES:**

**Please indicate the period(s) for which you are applying. If you are applying for more than one period, please rank your order of preference:**

- Spring:** January 7-May 10, 2019     **Summer I:** May 13-June 21, 2019  
 **Summer II:** June 24-August 2, 2019     **Fall:** August-December 6, 2019\*

\*The fall 2019 Atlanta session will begin on August 5<sup>th</sup>.

\*The fall 2019 DC session will begin on August 26<sup>th</sup>.

**Preference for internship location (Check One):**     Atlanta Office     DC Office

**Preferred Schedule (Check One):**     Full-time     Part-time

If part-time, please list days available: \_\_\_\_\_

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.

**DC Applicants only:**

**Please rank in order your top four (4) preferences for intern job assignment:**

- Constituent Services     Press/Scheduling     Legislative     VA Committee

**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.**

**All Applicants:**

**Please provide contact information for three personal (but not related to you) or professional references. Please include job titles and phone numbers.**

- \_\_\_\_\_  
\_\_\_\_\_
  - \_\_\_\_\_  
\_\_\_\_\_
  - \_\_\_\_\_  
\_\_\_\_\_
-

**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 long-term goals or career objectives?**

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

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 [maureen\\_rhodes@isakson.senate.gov](mailto:maureen_rhodes@isakson.senate.gov). (Email is preferred)**

**DEADLINE:** Applications must be received no later than the deadline listed for each session on the website. **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 Maureen Rhodes, Intern Coordinator, at (770) 661-0999.**