



## INTERNSHIP APPLICATION FORM

*\*Preference will be given to Missouri students who have completed at least their sophomore year of college.*

### GENERAL INFORMATION

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### SCHOOL INFORMATION

College or University: \_\_\_\_\_

Current Year of College: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

Major: \_\_\_\_\_

Minor (if any): \_\_\_\_\_

G.P.A.: \_\_\_\_\_

### INTERNSHIP DATE PREFERENCE

Please mark the internship session for which you are applying:

Spring Session (January-April): \_\_\_\_\_

Summer Session (May-August): \_\_\_\_\_

Fall Session (September-December): \_\_\_\_\_

## INTERNSHIP OFFICE PREFERENCE

Please specify your preference on location:

Washington, DC: \_\_\_\_\_

State Office (please specify): \_\_\_\_\_

## DEADLINES & OTHER REQUIREMENTS

Spring Session: Completed applications due by October 1

Summer Session: Completed applications due by March 1

Fall Session: Completed applications due by July 1

Completed application includes:

- Internship application form
- A cover letter stating your interest in this internship and any political issues of importance to you.
- Current resume with all prior work experience/activities listed.
- Two (2) letters of recommendation (may be sent directly by the reference if desired)
- College transcripts
- A writing sample (3-5 pages)

*\*State offices may accept intern applications outside of the normal timetable. Please contact your office of interest for more information.*

Due to mail irradiation procedures, most mail takes several weeks to arrive. Therefore, please email the completed application to [internships@hawley.senate.gov](mailto:internships@hawley.senate.gov), attention: Internship Coordinator. Should you have further questions, you may reach the office at (202) 224-6154. Thank you for your interest in interning with Senator Hawley's office.