

INTERNSHIP APPLICATION



From the Office of
Congressman Jim Himes
4th District of Connecticut

Congressman Jim Himes

CT District Office

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Stamford, CT 06901

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Congressman Jim Himes' congressional offices strive to ensure the following:

1. Gold standard constituent services
2. Professionalism
3. Integrity
4. Inclusiveness and respect

With these goals in mind, Congressman Jim Himes' internship program provides an opportunity for students to serve their community, as well as to learn through hands-on experience. The program aims to give students the knowledge and tools needed to pursue their future professional goals. All interns will gain a challenging exposure to Congressional work and are considered an asset to our office.

Interns in the Washington, D.C. office draft constituent correspondence, attend briefings and Congressional hearings, and prepare memoranda for me and members of my staff.

Interns in the district offices conduct research, assist with constituent casework, and draft correspondence. When you submit a district office internship application, you are applying for both the Bridgeport and Stamford offices. The specific location of your internship will be decided by the intern selection staff based on a few factors, including commute time.

Interns in both offices assist with answering phones, data entry, and general office systems operations—they are a vital part of my staff.

Follow these steps to complete your application:

- 1.) Read about the internship online on the website [Internship Page](#).
- 2.) Complete your application by following the checklist below
- 3.) Email the application to the appropriate address listed at the top of this page
- 4.) Ensure documents will be sent in either **PDF** or **WORD** format. Documents sent as Google Docs, Pages, or through other platforms are inconvenient.

Checklist

- Resume
- Brief cover letter
- 1–3-page writing sample
- Completed Internship Application form
- Ensure documents will be sent in either PDF or Word format. Documents sent as Google Docs, Pages, or through other platforms are inconvenient.

Congressman Jim Himes

Internship Application Form

Please note: *As part of our procedure for processing your intern application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application and are subsequently hired as an intern, you may be discharged from your internship.*

Personal Information:

Name: Click here to enter text.

Address: Click here to enter text.

City, State, ZIP: Click here to enter text.

E-Mail: Click here to enter text.

Phone: Click here to enter text.

Place and Date of Birth: Click here to enter text.

Name of Emergency Contact Person: Click here to enter text.

Emergency Contact Phone: Click here to enter text.

School Information:

Graduate

College or university: Click here to enter text.

Graduate program: Click here to enter text.

Current year in program: Choose an item.

Undergraduate

College or university: Click here to enter text.

Major(s) and minor(s): Click here to enter text.

Current year in program: Choose an item.

High school – *Required for CT district offices only.*

High school: Click here to enter text.

Current year in program: Click here to enter text.

Please Provide Brief Answers to the Following Questions:

You may use a separate sheet of paper.

Interest in an Internship:

Why do you wish to intern in Congressman Himes' office?

Click here to enter text.

What are your goals and expectations for this internship?

Click here to enter text.

Information About Yourself:

What, if any, prior political experience do you have?

Click here to enter text.

How will this internship assist you in your future plans?

Click here to enter text.

What issues interest you most?

Click here to enter text.

Would you receive school credit for this internship?

Click here to enter text.

Availability:

In the D.C. office, college students must be able to work a *minimum* of 20 hours/week. The D.C. office is generally open from 9-6 when Congress is in session and 9-5 when Congress is out of session.

In the district offices, there is no availability minimum for applicants. However, students with more availability are preferred, especially for college students. High school students generally intern two to five days a week after school. The district offices are open from 9-5. Please only note the availability of when you could commit to working on a regular, weekly basis.

Dates: Click here to enter text.

Total Hours/Week: Click here to enter text.

Please write in the times that you would be available to work each day:

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

References:

Please provide the names and contact information, including an email address, for three references. Also include how long you have known this person, and in what capacity (mentor, employer, teacher, etc).

Click here to enter text.

Click here to enter text.

Click here to enter text.

If you have not already submitted them, please complete and send a current resume, cover letter, and a 1–3-page writing sample.