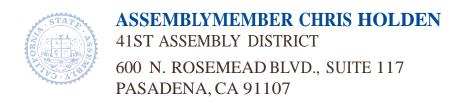
41st ASSEMBLY DISTRICT

INTERNSHIP PROGRAM APPLICATION

NAME		
ADDRESS		
CITY / STATE / ZIP		
HOME PHONE NUMBER	E-MAIL	
HIGH SCHOOL	COLLEGE (IF APPI	LICABLE)
EARLIEST START DATE / / E	EXPECTED END DATE / /	
EXPECTED HOURS AND DAYS PER WEEK	M T W TH	F (<i>Example</i> : M <u>9-5</u>)
VOLUNTEER/EMPLOYMENT EXPERIEN	NCE (No experience is necessary. Examp	ole: Red Cross Volunteer Coordinator 10/5 -12/5, 2013)
ORGANIZATION	DUTIES	DATES TO/FROM
SPECIAL SKILLS DATABASE WORD PROCESSING [SPREADSHEET RESEARCH SE	KILLS WRITING SKILLS OTHER
INTERESTS/HOBBIES		
COALS		
GOALS		

WRITING SAMPLE Applicants must submit a writing sample, 500 words or less. Please return the completed application along with your writing sample by email to <u>Kayleen.maya-aviles@asm.ca.gov</u>, fax to (626) 351 - 6176 or mail to the following address:





PROGRAM DESCRIPTIONS

PUBLIC AFFAIRS:

Duties include writing newsletter articles, public service brochures and mail to inform constituents about issues that affect them.

COMMUNITY OUTREACH:

Community outreach projects include special event preparation and staffing. Interns will be allowed to attend community meetings with staff.

RESEARCH:

Duties require the intern to perform extensive research on legislation and write reports based on findings.

CONSTITUENT SERVICE:

Interns will help constituents with problems by contacting government agencies. This will require extensive writing skills.

ADMINISTRATIVE STAFF:

The District Office has several administrative systems, which require maintenance and organization. An administrative intern would assist with data entry and other information system management.