

41st ASSEMBLY DISTRICT

INTERNSHIP PROGRAM APPLICATION

NAME

ADDRESS

CITY / STATE / ZIP

HOME PHONE NUMBER

E-MAIL

HIGH SCHOOL

COLLEGE (IF APPLICABLE)

EARLIEST START DATE ____ / ____ / ____

EXPECTED END DATE ____ / ____ / ____

EXPECTED HOURS AND DAYS PER WEEK

M ____ T ____ W ____ TH ____ F ____

(Example: M 9-5)

VOLUNTEER/EMPLOYMENT EXPERIENCE (No experience is necessary. Example: Red Cross Volunteer Coordinator 10/5 -12/5, 2013)

ORGANIZATION	DUTIES	DATES TO/FROM

SPECIAL SKILLS

☐ DATABASE ☐ WORD PROCESSING ☐ SPREADSHEET ☐ RESEARCH SKILLS ☐ WRITING SKILLS ☐ OTHER

INTERESTS/HOBBIES

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 Kayleen.maya-aviles@asm.ca.gov, fax to (626) 351 - 6176 or mail to the following address:

ASSEMBLYMEMBER CHRIS HOLDEN
41ST ASSEMBLY DISTRICT, INTERNSHIP PROGRAM
600 N. ROSEMEAD BLVD., SUITE 117, PASADENA, CA 91107



ASSEMBLYMEMBER CHRIS HOLDEN

41ST ASSEMBLY DISTRICT

600 N. ROSEMEAD BLVD., SUITE 117
PASADENA, CA 91107

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.