

INTERNSHIP APPLICATION



Office of U.S. Senator Richard J. Durbin
Illinois

INTERNSHIP OPPORTUNITIES

Thank you very much for your interest in the internship opportunities available in the Office of U.S. Senator Dick Durbin.

Our internship program is unique in many ways. We try to match an intern's skills with the needs of our office. In the time you spend here, you will experience much of what we do on a day-to-day basis. You will assist staff in matters involving federal agencies, work with our press and scheduling offices and help to manage our front desk. Not every assignment will be fun or glamorous, but we hope this experience will be useful in your course of study or as you choose your own career path.

Our interns are an integral and appreciated part of our office. We work hard to ensure that interns leave here with a working knowledge of government affairs. We also realize it is important for participants to have accomplished individual goals. There are many fun and interesting aspects to the program and you will have the opportunity to explore your own interests.

At times, you will find yourself immersed in political debate and discussion, and you will be challenged to think and work independently. Our staff is very close and you will inevitably get to know many of the staff members well. As in any work environment, interns are expected to work hard and act professionally at all times. We are excited to have you with us and hope you take advantage of this great opportunity.

APPLICATION PROCESS

Please complete all sections of the application. All requested materials must be submitted together.

To be considered for an internship, the application must include:

- Internship Application Form
- Current Resume
- Cover letter describing why you would like to intern in Senator Durbin's Office
- Name, title, and contact information for an academic or professional reference (reference must be a supervisor, professor, or mentor; a letter of recommendation is **not required**)

You must submit these materials to each office location in which you are applying to intern.

SESSION DATES AND APPLICATION DEADLINES

Washington, D.C. Office

<u>SESSION NAME</u>	<u>SESSION DATES</u>	<u>APPLICATION DEADLINES</u>
Fall 2015	September 1, 2015 – December 18, 2015	<i>Law/Graduate Students:</i> July 17, 2015 <i>Undergraduate Students:</i> July 24, 2015
Spring 2016	January 4, 2016 – May 13, 2016	<i>Law/Graduate Students:</i> October 9, 2015 <i>Undergraduate Students:</i> October 16, 2015
Summer Session I 2016	May 9, 2016 – July 1, 2016	<i>Law/Graduate Students:</i> January 8, 2016 <i>Undergraduate Students:</i> February 5, 2016
Summer Session II 2016	June 27, 2016 – August 26, 2016	<i>Law/Graduate Students:</i> January 8, 2016 <i>Undergraduate Students:</i> February 5, 2016

Illinois State Offices

Chicago | Springfield | Carbondale | Rock Island

<u>SESSION NAME</u>	<u>SESSION DATES</u>	<u>APPLICATION DEADLINES</u>
Fall 2015	September 1, 2015 – December 18, 2015	<i>All students:</i> July 31, 2015
Spring 2016	January 4, 2016 – May 13, 2016	<i>All students:</i> November 6, 2015
Summer Session I 2016	May 9, 2016 – July 1, 2016	<i>All students:</i> February 26, 2016
Summer Session II 2016	June 27, 2016 – August 26, 2016	<i>All students:</i> February 26, 2016

FUNDING

This internship is unpaid.

COMPLETED APPLICATIONS

Please submit your completed application and materials to the office in which you would like to intern. If you are submitting your materials via e-mail, please include in the subject line the office to which you are applying.

You must submit the completed application to **each** office location in which you are applying to intern.

Contact information is as below:

Washington, D.C. Office

Ms. **Claire Grant**

Intern Coordinator

Office of U.S. Senator Dick Durbin

711 Hart Senate Office Building

Washington, DC 20510

phone: (202) 224-2152

fax: (202) 228-0400

internships@durbin.senate.gov

Chicago Office

Ms. **Alicia Johnson**

Intern Coordinator

Office of U.S. Senator Dick Durbin

230 S. Dearborn Street, Suite 3892

Chicago, IL 60604

phone: (312) 353-4952

fax: (312) 353-0150

internships@durbin.senate.gov

Springfield Office

Ms. **Kourtney Zimmermann**

Intern Coordinator

Office of U.S. Senator Dick Durbin

525 S. 8th Street

Springfield, IL 62703

phone: (217) 492-4062

fax: (217) 492-4382

internships@durbin.senate.gov

Carbondale Office

Ms. **Brandi Bradley**

Intern Coordinator

Office of U.S. Senator Dick Durbin

250 W. Cherry Street, Suite 115-D

Carbondale, IL 62901

phone: (618) 351-1122

fax: (618) 351-1124

internships@durbin.senate.gov

Rock Island Office

Ms. **Kate Jennings**

Intern Coordinator

Office of U.S. Senator Dick Durbin

1504 Third Avenue, Suite 227

Rock Island, IL 61201

phone: (309) 786-5173

fax: (309) 786-5404

internships@durbin.senate.gov

PLEASE NOTE:

Due to ongoing delays in postal mail to federal buildings, especially in Washington, D.C., it is preferred that applications are submitted via e-mail as a single pdf.



UNITED STATES SENATOR ★ ILLINOIS RICHARD J. DURBIN

711 Hart Senate Office Building, Washington, DC 20510 (202) 224-2152

Personal Information

Name: _____ Date of Birth: _____

Permanent Address: _____ Phone: _____

Current Address: _____ Phone: _____

Are you a registered voter? Yes _____ No _____ If yes, in which state? _____

Relevant experience (e.g. campaign, politics, government): _____

Areas of Interest: _____

Extracurricular activities: _____

How did you hear about this internship program? _____

Education

High School: _____ Graduation Date: _____

High School City and State: _____

College: _____ Graduation Date: _____

• Major/Minor: _____ GPA: _____

Graduate/Law School: _____ Graduation Date: _____

• Major/Minor: _____ GPA: _____

Languages spoken (indicate degree of fluency): _____



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Will high school/college credit be earned through this internship? Yes:_____ No:_____

If yes, please complete the following:

Professor:_____ Phone Number:_____

Course Name:_____ Total Credits Earned:_____

As internships in this office are unpaid, do you plan on receiving an outside stipend or scholarship for your internship?

If yes, please list your possible sponsor: _____

Office and session you are applying for:

(If you are applying for more than one session or more than one office*, please number your choices in order of preference.)

	Fall	Spring	Summer I	Summer II
Washington, D.C.	_____	_____	_____	_____
Chicago:	_____	_____	_____	_____
Springfield:	_____	_____	_____	_____
Carbondale:	_____	_____	_____	_____
Rock Island:	_____	_____	_____	_____

Dates Available: ____/____/____ through ____/____/____

*NOTE: You must submit a full application to **each** office marked above.

Hours
Available:

Monday: _____ to _____

Thursday: _____ to _____

Tuesday: _____ to _____

Friday: _____ to _____

Wednesday: _____ to _____



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Certification

My statements on this form and on all of my application materials are true to the best of my knowledge and belief. I understand that knowingly making false statements will lead to the rejection of my application or removal from the internship program.

Signature: _____ Date: _____