

OFFICE OF SENATOR LISA MURKOWSKI
2011 HIGH SCHOOL
INTERN INFORMATION

Senator Lisa Murkowski
709 Hart Senate Office Building
Washington, D.C. 20510-0203
(202) 224-6665
(202) 224-5301 - FAX

OVERVIEW

Senator Murkowski's high school intern program is an opportunity for newly-graduated Alaskan high school students to spend a month in our Washington, D.C. office to learn more about the workings of the United States Senate and the federal legislation that affects Alaska. We select a total of twenty students from all areas of Alaska to participate in two, month-long sessions.

The office also selects two college students to oversee the program and coordinate various planned events, as well as to supervise and provide peer support for the interns. Although interns spend much of their time under the supervision of the college coordinators, we expect a significant level of maturity and responsibility from all our interns. Interns will live on their own and be able to explore Washington D.C. at their leisure.

The internship is designed to be a great learning experience as well as a chance for Alaska's young people to enjoy all that Washington, D.C. has to offer. Please be aware that we have a zero tolerance policy for alcohol and drug use. Interns who violate this policy will be sent home at their own expense.

WHO MAY APPLY

Senator Murkowski's intern program is open to Alaskan high school students completing their senior year.

QUALIFICATIONS

We are looking for independent and mature applicants who can take the initiative to make the most of their opportunity in Washington, D.C. We assume interns are capable young Alaskans who realize their actions reflect upon their family, the State and the Senator.

WHEN

There are two sessions, lasting four weeks each. The first session is scheduled from June 6 to July 1, 2011, and the second session is July 11 to August 5, 2011. You should designate which session you would prefer to attend on the application. You may participate in one session only.

ACTIVITIES

Office hours are from 9:00 a.m. to 6:00 p.m. Professional business attire is required for both men and women.

Office activities include assisting the staff with daily assignments, attending hearings and committee business meetings, composing articles for the intern newsletter, and accompanying Senator Murkowski and her staff during their daily routine.

Interns will have the opportunity to attend a number of educational tours and events. Past events have included visits to the National Zoo and the Smithsonian Museums.

EXPENSES

The interns will be housed in double rooms with kitchenettes in George Washington University's (GWU) dormitories. The college coordinators will make room selections and assign roommates among the ten interns for each session.

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INTERN APPLICATION

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Personal Information

Name (last, first) _____ M / F _____

Street Address _____

City _____ State _____ Zip Code _____

Mailing Address (If different) _____

City _____ State _____ Zip Code _____

Home phone () _____ Email _____

Date of Birth _____ Place of Birth _____ Years lived in Alaska? _____

Mother's Name _____ Work phone () _____

Father's Name _____ Work phone () _____

Session applying for _____ First Session _____ Second Session _____ Either

You may attend only one session

The dates are **June 6 to July 1** (first session) and **July 11 to August 5** (second session).

Education _____

High School _____

Address _____

GPA _____ Graduation date _____

Extracurricular Activities

Honors or Awards

Special Skills

Post High School Plans and Intended Course of Study

Employment History

Please begin with most recent employer

1. Employer

Dates of employment

Address

City

State

Zip code

Phone ()

Name of Supervisor

Title/Duties

2. Employer

Dates of employment

Address

City

State

Zip code

Phone ()

Name of Supervisor

Title/Duties

Essay Questions

On an additional sheet of paper, please answer the following two essay questions. Each response should be limited to 300 words.

Why do you want to be an intern in the Office of Senator Lisa Murkowski?

In responding to this question, please ask yourself the following questions: What do I hope to gain from this experience? What are my expectations for this internship? What do I think I can contribute to the Senator's office?

What person has most inspired you in your life, and why?

In responding to this question please explain why you chose this individual and what influence they have had on your life and your decision to pursue this internship.

Consent

The information given above is complete and accurate to the best of my knowledge:

Applicant's signature

Date

Applications must be received no later than March 11, 2011. Electronic applications are preferred.

Send completed applications to:

Senator Lisa Murkowski
Attn: Intern Coordinator
(202) 224-5301 (fax)
709 Hart Senate Office Building
Washington, D.C. 20510-0203

Please Note:

Mail security screenings have significantly slowed our mail delivery. Applications received late will not be considered.