

APPLICATION FOR INTERNSHIP

APPLICATION PACKET AVAILABLE FOR DOWNLOAD AT WWW.CLERK.ASSEMBLY.CA.GOV

DEADLINE: NOON, OCTOBER 19 TURN IN APPLICATION TO TAHOE HALL RM. 3104 (CSUS), KERR HALL RM. 468 (UCD), OR CAPITOL RM. 3196.
UCM APPLICANTS MUST E-MAIL THE APPLICATION AND ALL RELATED MATERIAL TO BOTH OF THE INTERN COORDINATORS.



Assembly Chief Clerk's Office
State Capitol, Room 3196
Sacramento, CA 95814

Intern Coordinators
BRIAN EBBERT
(916) 319-2364
Brian.Ebbert@asm.ca.gov

CHECK CAMPUS:
CSUS **UC DAVIS** **UC MERCED**

RUSSELL TOMAS
(916) 319-2355
Russell.Tomas@asm.ca.gov

APPLICANT NAME _____

ADDRESS _____

CITY _____

ZIP _____

PHONE (day) _____

PHONE (evening) _____

CUMULATIVE GPA _____

GRADUATION DATE _____

MAJOR _____

EMAIL ADDRESS _____

CHECK EARLIEST STARTING DATE:

FEB. 6

MAR. 27

NOTE: ENROLLMENT AND GPA MAY BE VERIFIED BY CAMPUSES. _____

EXPLAIN HERE IF YOU HAVE SPECIAL CIRCUMSTANCES RELATIVE TO STARTING DATE
(FEB. 6/MAR. 27, 2017) OR ENDING DATE (SEPT. 29, 2017) _____

HOW DID YOU HEAR ABOUT THIS INTERNSHIP PROGRAM (check all that apply):

Professor

School

Career Center

Career Fair

Newspaper

Other: _____

WRITING SAMPLE:

In one brief paragraph, explain what skills and qualifications you can bring to the office and why you are pursuing this internship. This written statement will assist us in judging your writing and proofreading skills. (Type your half-page response to this question on a separate sheet, and attach it to this application. Include your name at the top of the sheet.)

PLEASE ATTACH THE FOLLOWING TO THIS APPLICATION:

- (1) Your response to the above prompt
- (2) Your resume
- (3) A list of references

I have read the entire internship application packet and fully understand its contents. I understand that during my internship I may be required to work late hours, holidays, and on weekends.

Signature _____

Date _____

SUBMIT YOUR APPLICATION BY NOON ON WEDNESDAY, OCTOBER 19. DIRECT INQUIRIES TO INTERN COORDINATORS LISTED ABOVE. YOU WILL BE CONTACTED BY OCTOBER 21 TO SCHEDULE AN INTERVIEW FOR THE WEEK OF OCTOBER 31, 2016.