

APPLICATION FOR INTERNSHIP

DEADLINE: 11:59 p.m., NOVEMBER 20, 2025, E-MAIL THE APPLICATION AND ALL RELATED MATERIAL TO THE INTERN COORDINATORS.



Assembly Chief Clerk's Office
State Capitol, Room 319
Sacramento, CA 95814

Intern Coordinators
Creston.Whiting-Casey@asm.ca.gov
Victoria.Garduno@asm.ca.gov

CHECK CAMPUS:

CSUS ☐ UC DAVIS ☐ UC MERCED ☐

APPLICANT NAME _____

ADDRESS _____

CITY _____

ZIP _____

HOME PHONE _____

MOBILE PHONE _____

CUMULATIVE GPA _____

GRADUATION DATE _____

MAJOR _____

EMAIL ADDRESS _____

NOTE: ENROLLMENT AND GPA MAY BE VERIFIED BY CAMPUSES.

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

Professor ☐

School ☐

Career Center ☐

Email ☐

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 THREE DOCUMENTS 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 11:59 P.M. ON THURSDAY, NOVEMBER 20. DIRECT INQUIRIES TO INTERN COORDINATORS LISTED ABOVE.
YOU WILL BE CONTACTED BY NOVEMBER 25 TO SCHEDULE AN INTERVIEW FOR THE WEEK OF DECEMBER 1, 2025.