



**Amy Klobuchar**  
 U.S. Senator from Minnesota  
[klobuchar.senate.gov](http://klobuchar.senate.gov)

**Senator Amy J. Klobuchar**  
 United States Senator  
 302 Hart Senate Office Building • Washington, DC, 20510  
 Phone:(202) 224-3244 • Fax: (202) 228-2186

## Internship Application

<b><u>Full Name:</u></b>	<b><u>Application Checklist:</u></b>
<b><u>Current Address:</u></b>	<input type="checkbox"/> Resume
	<input type="checkbox"/> Cover Letter
	<input type="checkbox"/> One Page Essay
<b><u>Permanent Address (if different from above):</u></b>	<input type="checkbox"/> Two Reference Letters (one academic, one personal or professional)
<b><u>Contact Phone:</u></b>	<b><u>Email:</u></b>
<b><u>Undergraduate College/University and Major(s):</u></b>	<b><u>Undergraduate GPA and Graduation Year:</u></b>
<b><u>Graduate School:</u></b>	<b><u>Graduate Degree:</u></b>
<b><u>What type of internship are you interested in?</u></b>	<b><u>Which office would you like to work in?</u></b>
<input type="checkbox"/> College Credit <input type="checkbox"/> Volunteer	<input type="checkbox"/> Washington, DC <input type="checkbox"/> Minneapolis, MN
<b><u>Which internship session are you interested in?</u></b>	
<input type="checkbox"/> Spring (Jan-May) <input type="checkbox"/> Summer (May-Aug) <input type="checkbox"/> Fall (Aug-Dec) <input type="checkbox"/> January Term (MN only)	
<b><u>Days of the Week/Time of Day Availability:</u></b>	<b><u>How did you hear about this internship?</u></b>
<b><u>What are your post graduation plans/aspirations?</u></b>	
<b><u>Essay Question (limit to one page, double spaced):</u></b>	
Describe your position on a policy issue of your choice showing your understanding of both sides of the debate and why you support one viewpoint over the other.	

## APPLICATION FOR INTERNSHIP WITH SENATOR KLOBUCHAR

Thank you for your interest in Senator Klobuchar's internship program. Past interns have found this opportunity to be very exciting and rewarding. Senator Klobuchar and her staff are looking for qualified applicants to work in Minneapolis, Rochester, Moorhead, Virginia and Washington, D.C. These positions are available in the fall, spring and summer. Interns are a valuable part of the office and are responsible for both legislative and constituent duties. Individuals must be strong writers and have good communication skills. Interns will participate in all areas of the office and will spend roughly 50 percent of their time assisting the office staff with routine tasks such as opening and distributing constituent mail, assisting in the front office, giving tours of the Capitol. The balance of their time will be spent assisting legislative staff with research, attending hearings and tracking legislative developments. By the end of the internship, students will have an excellent insight into the workings of a Senate office and the legislative process.

### Eligibility

The ideal student applicant will have strong academic credentials and an interest in politics. Due to the high number of applicants, internships are limited to Minnesota residents and/or students currently attending a college or university in the state of Minnesota. Students from all academic disciplines are encouraged to apply.

### Application

To apply for an internship, the following must be submitted as a complete package. We highly recommend that you retain a complete copy of your application packet. Your completed application should include:

- Application Form
- Cover letter
- Resume
- Essay Response
- Two Letters of Recommendation (one academic and one professional /personal)

### Application Deadlines

Please check [www.klobuchar.senate.gov/internships.cfm](http://www.klobuchar.senate.gov/internships.cfm) for Washington, DC application deadline dates. State applications are accepted on a rolling basis.

### Selection

The selection process is highly competitive and consists of two parts. The application packet is the first part of the selection process. A limited number of applicants will be chosen for an interview.

### Submit Application to:

#### Washington, DC Applications

Office of Senator Amy Klobuchar  
c/o Internship Coordinator  
302 Hart Senate Office Building  
Washington, DC 20510  
Phone: (202) 224-3244  
Fax: (202) 228-2186  
Email: [DC Intern Coordinator](mailto:DC_Intern_Coordinator)

(Please note that items shipped to the DC office may take 2-3 weeks to arrive, due to security protocols)

#### Minnesota Applications

Office of Senator Amy Klobuchar  
1200 Washington Avenue South, Suite 250  
Minneapolis, MN 55415  
Phone: (612) 727-5220  
Fax: (612) 727-5223  
Email: [Twin Cities Intern Coordinator](mailto:Twin_Cities_Intern_Coordinator)

### Housing

Locating housing while in Washington, DC is the responsibility of the intern. Interns that are selected will be provided a list of local housing programs with contact information. The names and contact information of other interns selected to participate in the same session will be sent out in the event you want to coordinate shared housing.

### Travel

Travel arrangements to and from Washington are the responsibility of the intern.