



# Senator Amy J. Klobuchar

UNITED STATES SENATOR

P.O. Box 15024 · Minneapolis, MN 55415

612.727.5220 · [www.klobuchar.senate.gov](http://www.klobuchar.senate.gov)

## Internship Application

<b>Date:</b>	<b>Application Checklist:</b>  <input type="checkbox"/> Completed Internship Application Form  <input type="checkbox"/> Cover Letter  <input type="checkbox"/> Current Resume  <input type="checkbox"/> Short Writing Sample  <input type="checkbox"/> List of Three References
<b>Full Name:</b>	
<b>Current Address:</b>	
<b>Permanent Address:</b>	
<b>Current Phone:</b>	<b>Permanent Phone:</b>
<b>E-mail:</b>	<b>High School Attended:</b>
<b>Undergraduate College/University:</b>	<b>Undergraduate GPA:</b>
<b>Graduation Year:</b>	<b>What type of internship are you looking for?</b> <input type="checkbox"/> Volunteer <input type="checkbox"/> College Credit
<b>Which internship session are you interested in?</b> <input type="checkbox"/> Spring Session (January– May) <input type="checkbox"/> Summer Session (May - August)  <input type="checkbox"/> Fall Session (August-December)	
<b>Days of the Week/Time of Day Availability:</b>	<b>How did you hear about this internship?</b>
<b>What are your post graduation plans/aspirations?</b>	
<b>If selected for an internship, I could truthfully certify that I am in the United States legally:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

## 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 the state of Minnesota. Minneapolis interns assist the office in a variety of administrative capacities. Interns support constituent services and outreach staff by conducting casework-related tasks, including sending inquiries to federal government agencies, contacting constituents for more information, and drafting letters for events and constituents. They also assist the outreach and communications staff with research, event planning, meeting preparation, and processing and organizing event invitations. During your time in the office, you will gain a deeper knowledge of the federal government and help make a difference by serving the people of Minnesota.

### Eligibility

The ideal student applicant will have strong academic credentials and an interest in politics. Students and recent college graduates with ties to Minnesota are strongly encouraged to apply. Students from all academic disciplines are welcome. We ask that interns plan to work at least 15 hours a week during the course of the internship.

### 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
- Current Resume
- Short Writing Sample
- List of Three References

### Application Deadlines

Please check <https://www.klobuchar.senate.gov/public/index.cfm/internships> for the state office application deadline dates.

### 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.

### Minnesota Applications

Office of Senator Amy Klobuchar  
ATTN: Internship Coordinator  
P.O. Box 15024  
Minneapolis, MN 55415  
Phone: 612-727-5220  
Fax: 202-224-1792  
Email: [Twin Cities Intern Coordinator](mailto:Twin_Cities_Intern_Coordinator@klobuchar.senate.gov)

### Housing

Locating housing while in Minneapolis, MN is the responsibility of the intern.

### Travel

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