



# Senator Amy J. Klobuchar

**UNITED STATES SENATOR**

425 Hart Senate Office Building · Washington, DC 20510

202.224.3244 · <http://klobuchar.senate.gov>

## Internship Application

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|--|---|
| <b>Date:</b>   | <b>Application Checklist:</b><br><input type="checkbox"/> Completed Internship Application Form<br><input type="checkbox"/> Cover Letter<br><input type="checkbox"/> Current Resume<br><input type="checkbox"/> Short Writing Sample<br><input type="checkbox"/> 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>Which office would you like to work in?</b><br><input type="checkbox"/> Washington, DC <input type="checkbox"/> Minneapolis, MN  |
| <b>What type of internship are you looking for?</b><br><input type="checkbox"/> Volunteer <input type="checkbox"/> College Credit  |   |
| <b>Which internship session are you interested in?</b><br><input type="checkbox"/> Spring Session (January– May) <input type="checkbox"/> Summer Session (May - August)<br><br><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><br><br><br>  |   |
| <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 Minneapolis 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. Students and recent college graduates with ties to Minnesota are strongly encouraged to apply. Students from all academic disciplines are welcome.

### 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
- Three References

### Application Deadlines

Please check <https://www.klobuchar.senate.gov/public/index.cfm/internships> 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 D.C. Applications

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

#### Minnesota Applications

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

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

### Housing

Locating housing while in Washington, D.C. is the responsibility of the intern.

### Travel

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