

Application Process

To be considered for an internship, your Application Packet must include all items listed below. It is very important to provide complete and accurate information. Failure to do so could delay or prevent the review of your application. Please submit all materials together. Only complete Application Packets will be accepted for consideration.

Your Application Packet must include the following:

- ___ Internship Application Form
- ___ Current Resume (including honors, activities, previous work experience, Etc.)
- ___ Cover letter indicating the applicant's primary area of interest (i.e. public policy, media, administrative support)
- ___ Completed essay question
- ___ Letters of recommendation (2: one professional and one academic)
- ___ Unofficial Transcript (photocopy is fine)

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT ELIZABETH FRAME:

Elizabeth Frame

202-225-2701

elizabeth.frame@mail.house.gov

Office of Congressman Dan Boren
Internship Application Form

please print or type

Internship description: Interns for Congressman Dan Boren will be responsible assisting the Congressman and staff with the day to day running of the office; including opening and answering mail, researching relevant issues, giving Capitol tours, greeting constituents, and attending meetings.

Office Applying for: (Circle One)

Washington, D.C. Muskogee Claremore McAlester

Session Applying for (DC ONLY): (Circle One)

Fall (August 29-December 14)

Spring (January 17-May 20)

Summer I (May 30-June 29)

Summer II (June 30-July 29)

Full Name: _____ **Today's Date:** _____

Social Security Number: ____-____-____ **Date of Birth:** ____-____-____

School Address: _____ Home Address: _____

Telephone Numbers: School: ____-____-____ Home: ____-____-____ Cell: ____-____-____

Email Address: _____

Citizenship: Are you a citizen of the United States? (Circle One) Yes No

If no, what type of visa do you hold? From what country? _____

Are you a resident of Oklahoma? (Circle One) Yes No

Availability:

DISTRICT OFFICE:

I will be available to work ____ hours per week.

DC OFFICE:

I am available Full-Time: _____

School currently attending: _____

CURRENT CLASSIFICATION: (Spring 2005)

Freshman Sophomore Junior Senior

Major: _____ Minor: _____

Grade Point Average: _____

Advisor's Name and Telephone Number:

Will you be earning College Credit for your Internship? (Circle One) Yes No

*Note: Awarding academic credit is at the discretion of your academic institution.
Arrangements for credit should be made prior to beginning the internship. (Please send
or fax any required forms before your internship begins.)*

Essay:

On a separate sheet of paper, please complete each of the following essay questions, in 500 words or less:

Public service careers present both rewards and challenges. What qualities equip you for such challenges? What do you see as the rewards of a career in public service?

Honor Statement:

Signature _____ Date signed _____

I certify, to the best of my knowledge and belief that the information contained herein and attached to this application, is accurate, true, and complete. I understand that false or fraudulent information on or attached to this application may be grounds for not considering my application, or terminating my internship after it begins. Please remember to attach all required materials (current resume, cover letter, three completed essay questions, two letters of recommendation, and a copy of your unofficial transcript). Your packet must be complete in order to be considered for an Internship with Congressman Boren. Thank you for your interest in serving in the Office of Congressman Boren.