



**Congresswoman Linda T. Sánchez'**  
**Training for Tomorrow Congressional Internship Program**  
**District Office- Cerritos, CA**  
**Application- Summer 2014**

**Instructions**

Please submit the following documents along with this application form: a) Cover letter and b) résumé. Please contact your school's Career Center for questions about writing a cover letter or résumé. Please respond to all questions on this application or insert a "N/A" if the field does not apply to you.

Submit complete application via email to [lindasanchez.internship@mail.house.gov](mailto:lindasanchez.internship@mail.house.gov), fax to (562) 924-2914 or mail to ATTN: Internship Coordinator, Office of Congresswoman Linda T. Sánchez, 17906 Crusader Avenue, Suite 100, Cerritos, CA 90703. **No incomplete applications will be accepted. Application must be received before the deadline.**

**Deadline to apply is Friday, May 9, 2014 at 5pm.**

Name: \_\_\_\_\_

School Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of High School: \_\_\_\_\_ City: \_\_\_\_\_

Name of College (if applicable): \_\_\_\_\_ City: \_\_\_\_\_

Current Unweighted Cumulative GPA: \_\_\_\_\_

**I am applying for: (please mark all that apply)**

\_\_\_\_\_ Unpaid full-time internship

\_\_\_\_\_ Unpaid part-time internship

## Weekly Internship Schedule

Please indicate the *hours* you will intern each day between 9AM and 6PM.

Interns cannot sign up to intern before 9AM or after 6PM.

**All interns must work a minimum of 10 hours per week. Those applying for a full-time position must participate 9am-6pm Monday through Friday.**

Example: From 9:00am to 1:00pm

Monday: From \_\_\_\_\_ to \_\_\_\_\_

Tuesday: From \_\_\_\_\_ to \_\_\_\_\_

Wednesday: From \_\_\_\_\_ to \_\_\_\_\_

Thursday: From \_\_\_\_\_ to \_\_\_\_\_

Friday: From \_\_\_\_\_ to \_\_\_\_\_

Are you available on occasional evenings or weekends for special events? Y / N

## References

Please provide information for two references that are not related to you. One must be an academic reference and the second must be someone who has supervised your work/volunteer work.

1. \_\_\_\_\_  
Name                      Daytime Phone                      Academic Reference                      Years Known

2. \_\_\_\_\_  
Name                      Daytime Phone                      Work or Volunteer Supervisor                      Years Known

## Application Checklist

- Résumé- One page.
- Cover letter- One page, double spaced. Must answer the following questions:
  - Why are you interested in interning with Congresswoman Sánchez?
  - What is your personal connection to the 38th Congressional District of California?
  - What special skills or experiences do you possess that you feel would benefit the office of Congresswoman Sanchez?
  - What do you hope to gain from interning with Congresswoman Sanchez' office?

I certify that the information in this application is complete and accurate to the best of my knowledge. I am aware that any false statement may result in the disqualification for an internship position with the Office of Congresswoman Linda T. Sánchez.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_