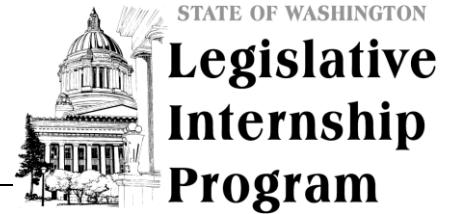


# Washington State Legislature

## Policy Internship

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The Washington State Legislative Internship Program is a great opportunity to learn the legislative process and gain professional work experience. Interns spend winter quarter or spring semester working in Olympia as staff for members of the Washington State House of Representatives or Senate while they earn credit through their schools.

In addition to office work, interns participate in weekly academic seminars and workshops. The seminars include meeting with state officials, as well as panel discussions. In the workshops, interns take part in a budget exercise, a mock hearing and a mock floor debate. Interns learn parliamentary procedure as well as technical writing skills necessary for the legislature. Additionally, interns have the opportunity to shadow an elected official or state agency administrator and learn about his/her job.

Interns receive monthly compensation to offset costs associated with the internship, as well as academic credit. The amount of credit to be earned and other academic requirements are determined by the schools.

Acceptance and placement into the Legislative Internship Program is determined by the House and Senate Intern Coordinators. The application review process takes the applicant's academic qualifications, work experience, recommendations, writing samples, and personal interview into consideration.

**If you have any questions or need more information, please contact:**

**Samantha Barrera**

House Intern Coordinator

PO Box 40600

Olympia, WA 98504-0600

360-786-7993

[barrera.samantha@leg.wa.gov](mailto:barrera.samantha@leg.wa.gov)

**Judi Best**

Senate Intern Coordinator

P.O. Box 40482

Olympia WA 98504-0482

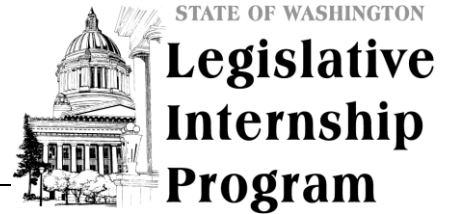
360-786-7451

[best.judi@leg.wa.gov](mailto:best.judi@leg.wa.gov)

# Washington State Legislature

## Policy Internship

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### Application Process:

1. **Contact your campus intern coordinator for your school's application deadline.** Some schools submit all applications as a group and set an earlier deadline for submission. Contact your school's intern coordinator early. A list of campus coordinators is on our website at: <http://www.leg.wa.gov/Internships/Policy/schools.htm>.
2. **Submit one (1) application.** This is a joint program; applicants will be considered for both the House and the Senate programs.
  - **All application materials are due in Olympia on October 30<sup>th</sup>.** Late applications will be held for possible review.
  - **If your school does not collect applications, send (DO NOT EMAIL) your signed application and other materials to:**

Legislative Internship Program  
PO Box 40482  
LEG 101  
Olympia, WA 98504-0482
3. **Interview.** Every applicant will be interviewed. Interviews generally take place in November. **We will contact all applicants to set up an interview.** Additionally, you will complete a short writing exercise following the 30 minute interview.

### Application Requirements:

1. **Completed and Signed Application**

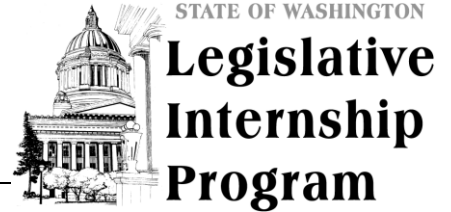
You must arrange for a faculty sponsor unless one is assigned by your school. Contact your campus internship coordinator for more information.
2. **Résumé**
3. **Two (2) Letters of Recommendation**

If hard copies of the letters are submitted, they must be signed and sealed with the recommender's signature across the flap. Letters should be submitted with the application if possible, but they can also be emailed by the recommender to [civic.ed@leg.wa.gov](mailto:civic.ed@leg.wa.gov). *Please indicate on your application if your letters of recommendation are enclosed or if they are being sent separately.*

  - **Academic Recommendation:** This letter should be from a faculty member and speak to your writing and research skills as well as your general academic performance.
  - **Personal Recommendation:** This letter should be from someone who knows you well and speak to your character and work ethic. (Employer, advisor, high school teacher, scout leader, etc.)
4. **Written Essay**

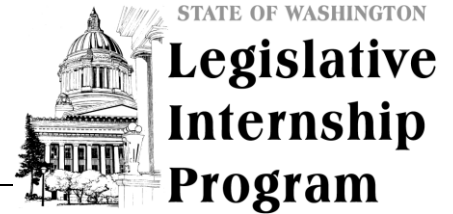
Limit your essay to one double-spaced typed page. Your work will be evaluated on content and writing ability. Essay Topic: *Explain your interest in state government and how an internship with the Washington State Legislature fits in with your educational and career goals.*
5. **Cover Letter**

# Washington State Legislature Policy Internship



CONTACT INFORMATION					
Name:			College/University:		
Current Address:			Permanent Address:		
City:	St:	Zip:	City:	St:	Zip:
Primary Telephone Number:			Emergency Contact: Phone: Relationship:		
Secondary Telephone Number:					
Email:					
ACADEMIC INFORMATION					
Academic Standing as of January 2010: <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Other (describe):					
Academic Major(s):			Academic Minor(s):		
Expected Graduation Date (MM/YYYY):					
Relevant Course Work:					
Honors:					
REFERENCES					
<i>Please list 2 individuals who will be writing your letters of recommendation.</i>					
<input type="checkbox"/> Letters enclosed with application. <input type="checkbox"/> Letters will be mailed or emailed separately.					
ACADEMIC REFERENCE			PERSONAL REFERENCE		
Name:			Name:		
Title:			Title:		
Address:			Address:		
City:	St:	Zip:	City:	St:	Zip:
Telephone Number:			Telephone Number:		
Email:			Email:		
FACULTY SPONSOR INFORMATION					
<i>The Legislative Internship <u>must</u> be taken for college credit and <u>must</u> have a faculty sponsor.</i>					
Name of Faculty Sponsor:					
Telephone Number:			Address:		
Email:			City:	State:	Zip:
Faculty Sponsor Signature:			Date:		

# Washington State Legislature Policy Internship



<b>RELEVANT WORK EXPERIENCE (list additional experiences on résumé)</b>			
Organization:	Organization:		
Position:	Position:		
Dates Employed:       to	Dates Employed:       to		
Duties:	Duties:		
<b>RELEVANT VOLUNTEER/COMMUNITY ACTIVITIES (list additional experiences on résumé)</b>			
Organization:	Organization:		
Position:	Position:		
Dates Involved:       to	Dates Involved:       to		
Duties:	Duties:		
<b>RELEVANT SCHOOL ACTIVITIES (list additional experiences on résumé)</b>			
Organization:	Organization:		
Position:	Position:		
Dates Involved:       to	Dates Involved:       to		
Duties:	Duties:		
<b>OTHER SPECIAL KNOWLEDGE/SKILLS (i.e. second language)</b>			
Describe:			
<b>ISSUE AREAS OF INTEREST (Check all that apply.)</b>			
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Education (K-12)	<input type="checkbox"/> Housing	<input type="checkbox"/> Natural Resources
<input type="checkbox"/> Budget/Finance	<input type="checkbox"/> Energy	<input type="checkbox"/> Human Services	<input type="checkbox"/> State Agencies
<input type="checkbox"/> Children	<input type="checkbox"/> Environment	<input type="checkbox"/> Insurance	<input type="checkbox"/> Technology
<input type="checkbox"/> Consumer Protection	<input type="checkbox"/> Financial Institutions	<input type="checkbox"/> Judiciary	<input type="checkbox"/> Transportation
<input type="checkbox"/> Corrections	<input type="checkbox"/> Health Care	<input type="checkbox"/> Labor	<input type="checkbox"/> Tribal Affairs
<input type="checkbox"/> Econ. Dev. & Trade	<input type="checkbox"/> Higher Education	<input type="checkbox"/> Local Government	<input type="checkbox"/> Water
<input type="checkbox"/> Other Describe:			
<b>WRITTEN ESSAY</b>			
<p><i>Limit your essay to one double-spaced typed page. Your work will be evaluated on content and writing ability. <u>Essay Topic:</u> Explain your interest in state government and how an internship with the Washington State Legislature fits in with your educational and career goals.</i></p>			
<p>Applicant Signature: _____ Date: _____</p>			