

The Ninth Congressional District Offices



Congressman Todd Young

Internship Application

Washington, D.C. Office
Bloomington District Office
Jeffersonville District Office

Our Internship Program

Thank you for your interest in applying to my office's congressional internship program. Collegiate and graduate students are encouraged to apply to my programs in Washington, D.C. and the district offices of Bloomington and Jeffersonville. The ideal candidate will have strong ties to the Ninth District of Indiana or the State of Indiana, but anyone is welcome to apply.

Our internship program gives students the opportunity to gain hands-on experience in a Congressional office as well as the opportunity to work with me and my staff.

In Washington, interns' responsibilities will vary. They will be asked to answer phones, run errands, research legislation for the legislative staff, attend hearings and briefings and answer constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office.

In the Indiana offices, interns may be asked to do a variety of things, including day-to-day office work such as answering phones, writing letters and assisting with media clips. In addition, interns may be assigned to assist in various constituent case work or work on District-based projects of importance.

Qualified candidates should be detail-oriented, have a strong work ethic, exceptional organizational and communication skills, and a positive attitude. College students studying in any disciplinary field are encouraged to apply. All internships are unpaid and candidates who apply for the Washington, D.C. office will be responsible for paying their travel and living expenses. However, interns in any of my offices can arrange to receive academic credit for their work through their school.

Internships are available for the spring, summer and fall semesters. Spring internships run from January to May; summer internships run from May to August; fall internships run from September to December. Internships located in the district offices require at least 10 hours per week while internships in Washington, D.C. are both part- and full-time. Please mail a completed application to the Washington, D.C. office addressed to the Intern Coordinator. Applications are due by the following dates:

Fall: **August 1**
Spring: **December 1**
Summer: **March 15**

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Name: _____

Date: _____

Contact Information:

Permanent Address: _____

Cell Phone: _____

E-Mail Address: _____

Parents Names: _____

Personal Information:

Name of College or University: _____

Major: _____ Minor: _____

Current GPA: _____

Grade Level: Freshman Sophomore Junior Senior Graduate

Will your internship be applied toward degree requirements for college? Yes No

List Three References:

Name: _____ Relation to You: _____

Address: _____

Phone: _____

Name: _____ Relation to You: _____

Address: _____

Phone: _____

Name: _____ Relation to You: _____

Address: _____

Phone: _____

Which internship period are you currently applying for? Fall Spring Summer

Availability

Start Date: _____

End Date: _____

Preferred Internship Location: (You may indicate more than one)

Washington, D.C. Office

Bloomington Office

Jeffersonville Office

Additional Requirements:

1. A cover letter explaining your interest in an internship with the Ninth Congressional District Office.
2. Your resume.

In accordance with the Rules of the House of Representatives, please review the following and sign below:

Interns are required to agree, in advance and in writing, to serve without compensation and to not make any future claim for payment.

Interns should be made aware of the implications that their activities have for the Member in whose office they work shall conduct themselves in a manner which reflects credibility on the House.

By signing below, you agree to these provisions.

Signature: _____ Date: _____

Please complete this application and return it to:
The Honorable Todd Young
Atten: Congressional Internship Coordinator
1721 Longworth HOB
Washington, D.C. 20515