



U.S. Senator John Ensign D.C. Internship Program

Internship Opportunity

Internships are an excellent way to get a firsthand look at how the United States Senate operates. They can be challenging, educational, and fun. Serving an internship in Senator John Ensign's office enables you to work closely with Senate staff who are involved with all levels of the legislative process and responsible for constituent services. These internships are strictly voluntary in nature and are divided into Spring, Summer I, Summer II, and Fall. The program is intended to provide an overview of how a congressional office operates and of the legislative process.

Interns are assigned to work with Senate staff who are responsible for Senator Ensign's legislative, administrative, or press operations. Your time is divided between substantive projects and support work. Interns are assigned to staff members depending on their interests and academic background.

Eligibility

Applicants must have completed at least one year of undergraduate level study at an institution of higher education. Applicants must be U.S. citizens. Nevadan residents or students attending school in Nevada will receive priority in the selection process.

Application

To apply for an internship, you must submit a complete package. It is highly recommended that you keep a copy of your application packet. Applicants will be notified by e-mail upon receipt of their completed forms. If notification has not been received in one week, please contact our office immediately. Your packet should include the following: *application form, cover letter, resume¹, an essay outlining why you wish to serve (maximum of two pages), grade transcript, and two letters of recommendation (letters cannot be from family members).*

Application and Selection Deadlines

Application packets must be e-mailed, faxed, or postmarked by the following dates:

Summer 2008

Session I: May 19 – June 27, 2008
Session II: June 30 – August 8, 2008
Application Deadline: April 1, 2008
Notification Date: April 4, 2008

Fall 2008

September 2 – December 12, 2008
Application Deadline: July 25, 2008
Notification Date: August 1, 2008

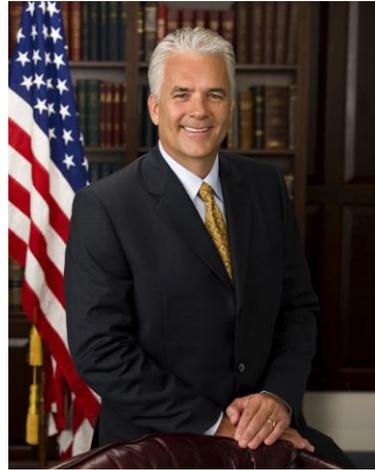
1-Resume should include the applicant's full name, school, permanent address, course of study, work experience, honors or extracurricular activities, and volunteer or political activities.

Spring 2009

January 5 – May 15, 2009

Application Deadline: November 14, 2008

Notification Date: November 28, 2008



Submit Application to:

E-mail: Tour_Coordinator@ensign.senate.gov

Fax: (202) 228-1699

USPS: Senator John Ensign
Attn: Jessica Walton
119 Russell Senate Building
Washington, D.C. 20510

Housing

Locating housing while in Washington, D.C. is the responsibility of the intern. Interns that are selected will be provided a list of local housing programs with contact information. The names and contact information of other interns selected to participate in the same session will be sent out in the event you want to coordinate shared housing.

Travel

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

Additional Information

If you have questions or need additional information, please contact:

Jessica Walton
Tour_Coordinator@ensign.senate.gov
(202) 224-6244

**“You may only make a small difference, but that does
not relieve you of the responsibility to make that difference.”**

Chaplain Lloyd John Ogilvie

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Washington, DC 20510
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Fax (202) 228-1699

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333 Las Vegas Boulevard South, Suite 8203
Las Vegas, NV 89101
(702) 388-6605
Fax (702) 388-6501

Reno Office
400 South Virginia Street, Suite 738
Reno, NV 89501
(775) 686-5770
Fax (775) 686-5729

Carson City Office
600 East William Street, Suite 304
Carson City, NV 89701
(775) 885-9111
Fax (775) 883-5590