



Senator Mark Kirk Internship Application





Mark Kirk

U.S. Senator for Illinois

Application Check List

- ☐ Internship Application (page 3)
- ☐ Washington, D.C. Question and Answer (page 4)
- ☐ Recommendation form completed by two non-family references (page 5)
Letters of recommendations are still accepted in lieu of the recommendation form
- ☐ Current Resume
- ☐ Cover Letter or Writing Sample (writing samples should be no more than 2 pages)



Mark Kirk

U.S. Senator for Illinois

Internship Application: Washington and Illinois State Offices

(PLEASE PRINT CLEARLY)

Office Applying For: (Circle One) Washington Chicago Springfield

Session Applying For: (Circle One) Fall 2011 Spring 2012 Summer I Summer II

Summer Session I May 14 - July 13, Summer Session II July 9 - August 31

Personal Information

Name: _____

Current Address: _____

Home Address: _____

Cell Number: _____ Email Address: _____

Parents Name: _____

Education

Current College or University: _____

Major _____ Expected Graduation: _____ Current G.P.A. _____

Extra curricular activities, honors or awards: _____

Availability

I understand that I am applying for an unpaid internship. I will be available to work _____ hours per week.

Students receiving educational credit should check with their educational institutions for requirements

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

I certify that the statements on this form and material are true to the best of my knowledge. I understand that knowing and willingly making false statements will result in me being rejected from the internship program.

Signature: _____ Date: _____



This page is to ONLY be completed by applicants applying for a Washington D.C. position.

Interns are placed with legislative assistants in to help ascertain a better understanding of the issues, please select three legislative areas of interest to you and explain why below.

An internship on Capitol Hill is an excellent way for college students to learn first hand how the legislative branch of the federal government operates, while gaining critical job training skills in a fast-paced, exciting work environment. Please explain how this internship will help you with your future career goals.



**Internship
Recommendation
Form**

How long have you known the applicant: _____ Are you related to the applicant: _____ If so how: _____
In what capacity have you known the applicant: _____

☐ I do not waive my right of access this recommendation

I waive my right of access to this recommendation ☐

Applicants Signature

Date

Applicants Name: _____

Your Name: _____

Please fill out the form based on the characteristics you have observed in comparison to other students you have taught or employees you supervised.

	Below Average	Average	Above Average	Superior
Demonstrates critical thinking and analytical skills	_____	_____	_____	_____
Organizational Skills	_____	_____	_____	_____
Writing skills	_____	_____	_____	_____
Ability to adapt to new challenges	_____	_____	_____	_____
Works well with others in a team setting	_____	_____	_____	_____
Works well under pressure	_____	_____	_____	_____



**Internship
Recommendation
Form**

Interns are sometimes asked to research and write information on upcoming legislation, please describe a time you witnessed the applicant excel on a project similar in nature.

Interns are paired with legislative assistants in issue areas that they have chosen and often work directly with them to gain a better understanding of the issue. Please comment on the applicants ability to interact with others in a group situation.

Please affix any letters of support or other documents to this form.

Recommender Signature: _____ Date: _____

Phone number: _____ Organization: _____

For Washington DC. positions please return the form to Mr. Thaddeus D. Henderson II

524 Hart Senate Office Building, Washington DC. 20510 P: (202) 224-2854 F: (202) 228-4611 Thaddeus_Henderson@kirk.senate.gov

For Chicago and Springfield IL positions please return this form to Mr. Andrew Weissert

230 S. Dearborn Suite 3900, Chicago IL. 60604 P: (312) 886-3506 F: (312) 886-2117 Andrew_Weissert@kirk.senate.gov



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All application materials must be submitted at the same time. Please note that due to security applications that are mailed to Washington may take up to 4 weeks to arrive.

Washington D.C. Applicants

Please submit completed application to:

Mr. Thaddeus D. Henderson II

524 Hart Senate Office Building Washington, D.C. 20510

Phone: (202) 224-2854

Fax: (202) 224-3191

Thaddeus_Henderson@kirk.senate.gov

Chicago and Springfield Applicants

Please submitted completed application to:

Mr. Andrew Weissert

230 S. Dearborn Suite 3900 Chicago, IL. 60604

Phone: (312) 886-3506

Fax: (312) 886-2117

Andrew_Weissert@kirk.senate.gov