

# **SAMPLE White House Internship Program Application**

## ***Fall 2009 Program – September 8<sup>th</sup> to December 18<sup>th</sup>***

Please DON NOT submit this application. A webform with the application will be going up in the end of April. This sample application has been provided so you can start preparing your materials.

### **Instructions**

This is the application for the fall internship program from September 8th to December 18th. Please read all pages of this application and refer to our FAQ page located on our website (<http://www.whitehouse.gov/about/internships/FAQs/>) for additional explanations.

1. All applicants must submit a completed application packet ON or BEFORE Sunday, June 1<sup>st</sup>. No exceptions will be made.

A completed packet includes:

- White House Internship Application/Cover Letter
  - Current Resume
    - One page resume
    - Applicants should NOT include their name on this document. Instead, place the full birth date and the last four digits of your social security number in the right hand corner (ex: 03-09-1988-4444)
  - Unofficial Current Transcript
  - Three Letters of Recommendation
    - Please make sure the recommender includes contact information on the letter of recommendation. We may follow up with additional questions.
    - Recommendations must be attached as a word document. Please see instructions for recommenders for more details.
  - Two Essays.
    - Each answer should be between 300-500 words in length.
    - Applicants should NOT include their name on this document. Instead, place the full birth date and the last four digits of your social security number in the right hand corner (ex: 03-09-1988-4444)
    - Essay questions on page 3 of this application.
2. To be eligible an applicant must be:
    - United States citizen
    - At least 18 years of age on or before the first day of the internship
    - Currently enrolled in an undergraduate or graduate program at a college, community college or university OR graduated in the past two years from undergraduate or graduate program at a college, community college or universityOR
    - A veteran of the United States Armed forces who possesses a high school diploma or its equivalent and has served on active duty at any time over the past two years.

3. The White House internship program is an unpaid full-time program. There are no part-time internships.
  - Interns will be expected to work from 9am-6pm, Monday-Friday, although hours may vary with each office.
  - Exceptions will be made in a few cases where interns may leave a few hours early once a week to attend a class.
4. The application packet must be submitted by **email**.
  - A complete application packet is preferred. If the letters of recommendation or transcript are emailed separately, please make sure that “Fall” and the applicant’s name is in the subject line. Example: Fall: Rebecca Taylor. The email address is: [intern\\_application@whitehouse.gov](mailto:intern_application@whitehouse.gov).
  - Confirmation of the receipt of your completed application will come 1-3 days after it has been received.
5. If you have questions or problems with this form please visit our FAQ. If you still have problems, contact White House Personnel at 202-456-5979 or [intern\\_application@whitehouse.gov](mailto:intern_application@whitehouse.gov).

**Application Cover Letter** — *this is your application cover letter. You do not need to write an additional cover letter.*

### Personal Information

Last Name:	Email address:
First Name:	Last four digits of your social security
Middle Name:	number:
Date of Birth:	Please write out your birth date and the last four
Cell Phone:	digits of your social security ( <i>ex 01-31-1982-</i>
Secondary Phone:	<i>7659</i> ). ____-____-____-____-____

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Current Address and Apartment/Unit#:	Permanent Street Address and Apt/Unit #:
City:	City:
State: Zip:	State: Zip:

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Have you served as a White House intern before: Y/N

If yes, when?

How did you hear about the White House Internship Program:

Are you a U.S. Citizen? Y/N

Are you fluent in any language other than English? Y/N

If yes, please list the language(s):

## **Interests**

Favorite place to visit:

Favorite song:

Favorite sports team:

Favorite moment in the 2007-2008 presidential campaign:

## **Hobbies:**

1.

2.

3.

## **Life Goals:**

1.

2.

3.

## **Education**

Undergraduate

College or University:

Expected Graduation Date:

Major Field (college only):

Minor Field (college only):

Cumulative GPA:

Will you be receiving credit for your internship?

What program/school will you be attending while you are in DC (if applicable):

Graduate School

College or University:

Expected Graduation Date:

Major Field (college only):

Minor Field (college only):

Cumulative GPA:

Will you be receiving outside funding during your internship?

If yes, please explain:

## **References**

Please list three references. These may or may not be the individuals who wrote your letter of recommendation.

Full Name

Relationship

Company

Phone

Full Name

Relationship

Company

Phone

Full Name

Relationship

Company

Phone

## Offices of Interest

Please list, in order of preference, the five offices that most interest you. Effort is made to accommodate preference, but we do not guarantee placement in your preference. [View the descriptions](#)

- 1.
- 2.
- 3.
- 4.
- 5.

## Professional Skills

Please list the professional skills you would bring to this office (example: writing, communication, copy-editing, IT, graphic arts, research, power point)

- 1.
- 2.
- 3.
- 4.
- 5.

## Complete Application

- Resume Submitted: Y/N
- Three letters of recommendation submitted with application: Y/N
- Did you submit an unofficial transcript with your application: Y/N
  - If you answered no to a question above, please explain:
- If not accepted to the White House Internship Program, may we forward your application to other government agencies? Y/N

## Essay Questions (Please respond in 300-500 words for each essay)

Please attach the essays in one document and send with your application.

1. Explain your commitment to public service and service to country generally. Include an instance when you asserted your leadership in a community or civic activity, what you learned, and how you think this internship could further advance your leadership and personal goals in this area.

2. Write a memo to the President or the First Lady on the issue of your choice.

**Certification**

My statements on this form and any attachments are true, complete and correct to the best of my knowledge and belief. I understand that falsification of any of my answers will lead to the rejection of my application and/or immediate dismissal from the program.

Upon the acceptance to the White House Intern Program, candidates must consent to security investigation prior to their start date and a random drug test. All security measures are confidential and intended to protect the applicant as well as the Executive Office of The President.