



# CONGRESSMAN PHIL GINGREY

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*GEORGIA'S ELEVENTH CONGRESSIONAL DISTRICT*

## INTERNSHIP GENERAL INFORMATION

Congressman Gingrey's office is pleased to offer internships to students who wish to learn more about Congress and the legislative process. By allowing students a unique perspective on the inner workings of our country's democratic government, Congressional internships offer an exciting educational experience.

Internships are unpaid positions. During the summer months, internships generally last for a minimum of six weeks. Both part-time and full-time internships are available.

Interns in our office must be highly motivated, have strong communication skills—both written and verbal, and a keen interest in the legislative process. Duties include guiding tours of the Capitol Building, attending legislative hearings and community meetings, participating in regular office meetings, conducting legislative research, and responding to constituent inquiries and phone calls.

If you are interested in applying for an internship in Representative Gingrey's Washington DC or Georgia offices, please complete the following application. You may also include any other pertinent information, i.e. letters of recommendations, personal references, or writing samples.

- The deadline for applying for a winter/spring internship is November 1.
- The deadline for applying for a summer internship is April 1.
- The deadline for applying for a fall internship is July 1.

For more information, please call Congressman Gingrey's Staff Assistant and Intern Coordinator, Gena Villari, at (202) 225-2931.



# CONGRESSMAN PHIL GINGRE



GEORGIA'S ELEVENTH CONGRESSIONAL DISTRICT

## Internship Application Form

### I. PERSONAL INFORMATION

Full Name:

Date of Birth:

Phone Number:

Email:

Home Address:

School:

Major:

GPA:

Graduation Date:

School Address:

### II. EMERGENCY CONTACT INFORMATION:

Name/ Relationship: \_\_\_\_\_ Telephone #: \_\_\_\_\_

### III. INTERNSHIP INFORMATION

Office Hours: MONDAY-FRIDAY 8:30-5:30p.m. (DC), 9:00-5:00 p.m. (Marietta and Rome) 10 HOURS PER WEEK is MINIMUM Required.

Where would you like to intern? ( ) Washington D.C. ( ) Marietta ( ) Rome

What date range is best for your internship? Start: \_\_\_\_\_

End: \_\_\_\_\_

Do you have any date or time restrictions? ( ) no ( ) yes

If so when?

How many hours per week are you available to work? \_\_\_\_\_

When? M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ Th \_\_\_\_\_ F \_\_\_\_\_

Will you receive academic credit for your internship? ( ) yes ( ) no.

If yes, please describe:

Academic Sponsor's Contact Information (if applicable):

IV. QUESTIONNAIRE - On separate sheet of paper, please answer the following questions (250 words or fewer for each question):

- (1) Please describe your political philosophy.
- (2) Whom in politics do you admire most (from any time period) and why?
- (3) What issue facing America is most important to you and why?
- (4) What do you hope to gain from working for Congressman Phil Gingrey?
- (5) What legislative issue areas are you most interested in and why?

**V. CERTIFICATION**

I hereby certify that all the information provided in this application is accurate:

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Signature

Date

**Application Instructions**

1. Complete all sections of the application, including the four essay questions
2. Attach a current resume and cover letter
3. Mail or fax all application materials directly to:

**For Washington, D.C. internships:**

Office of Congressman Phil Gingrey, M.D.  
119 Cannon HOB  
Washington, DC 20515  
Phone: (202) 225-2931  
Fax: (202) 225-2944

**For Marietta and Rome internships:**

Office of Congressman Phil Gingrey, M.D.  
Attn: Janet Byington  
600 East First Street  
Rome, GA 30161  
Phone (706) 290-1776  
Fax: (706) 232-7864