



United States Senator Richard Burr

217 Russell Senate Office Bldg. • Washington, D.C. 20510

(202) 224-3154 • FAX (202) 228-2981

<http://www.burr.senate.gov>

APPLICATION FOR CONGRESSIONAL INTERNSHIP

Spring Semester 2013 (January 7th, 2013 – May 17th, 2013)

Application deadline: 5:00pm EST, November 16th, 2012

Biographical Information

Full Name		Nickname or Preferred Name	
SCHOOL Address		PERMANENT Address	
Apartment, Box, or Suite Number		Apartment, Box, or Suite Number	
City, State, and Zip		City, State, and Zip	
School Phone	Cell Phone		Home Phone
Email Address			
School you are currently attending:		Expected graduation date:	
Academic Major(s)		Academic Minor(s)	
Undergraduate GPA	High School you attended		
Are you a U.S. Citizen? YES _____ NO _____ If no, what is your country of citizenship?		Are you at least 18 years old? YES _____ NO _____	

Activities and Honors

Please share with us activities you enjoy , interests and any honors/awards you have received:

Availability

Internships are offered in the following offices. Please check all offices in which you are available to serve.

- Washington, DC Winston-Salem, NC Wilmington, NC

IMPORTANT: Completed applications must be received by close of business on the deadline date noted.

We cannot guarantee you will be considered for an internship if we receive your application late.

If you are applying for an internship in a North Carolina office, what dates are you available to serve?

Materials Required To Complete Your Application (ALL must be received by deadline)

Please attach the following to your completed application:

1. A 2-3 page essay on one of the following three topics.
 - Describe one of your extracurricular activities and how it has prepared you for an internship on Capitol Hill.
 - Explain why you are interested in interning for Senator Burr and what you hope to gain from this experience.
 - Who is the figure in government or public service that you admire most? Please explain your answer.
2. A brief description of your plans after college
3. A cover letter and current resume
4. Two letters of recommendation from someone to whom you are not related

Submitting Your Application

Washington, D.C. Internship applicants should fax materials to 202-228-2981. Applicants for an internship in one of the North Carolina Offices may fax materials to 336-725-4493. You may also email applications to Intern_Coordinator@burr.senate.gov. If you choose to mail your application, please note that enhanced security screening methods may delay the receipt of your application up to 2 weeks.

Washington, DC Office Internship applications by mail:

Office of Senator Richard Burr
Attention: Intern Program Coordinator
217 Russell Senate Office Building
Washington, D.C. 20510

North Carolina Office Internship applications by mail:

Office of Senator Richard Burr
Attention: State Director
2000 West First Street, Suite 508
Winston-Salem, N.C. 27104