John Barrasso

United States Senator, Wyoming

307 Dirksen Senate Office Building ▪ Washington, DC 20510 ▪ (202) 224-6441 ▪ Fax: (202) 224-1724

Internships in the office of Senator John Barrasso

The history of Congressional internships runs deep on Capitol Hill, and the program is an integral part of Senator Barrasso's office. An internship in Senator Barrasso's office provides an excellent opportunity to learn, observe, and work in government service. Interns will participate in a wide array of activities ranging from constituent relations to legislative research. Students can expect to be provided with the chance to gain experience and knowledge that may be readily applied to future challenges and professional pursuits. Expectations of interns are high, but candidates will be given the chance to make a genuine contribution to Senator Barrasso's efforts on behalf of the state of Wyoming and the nation.

Senator Barrasso welcomes all applicants who demonstrate academic excellence and commitment to public service. While preference is given to Wyoming residents, students from all backgrounds are encouraged to apply. Applicants are generally 21 years of age or older.

Program Locations

Offering the opportunity for a well-rounded experience, internships are available in Washington, D.C. and select Wyoming offices. For students interested in an internship in the Washington, D.C. office, they can expect to be exposed to a wide range of professional experiences within the office where Senator Barrasso works on behalf of Wyoming on Capitol Hill. They will also be exposed to the rich culture and history of living and working in our nation's capital.

Students applying for in-state internships will be given the opportunity to learn and experience a very critical part of the Senator Barrasso's work, which is constituent outreach and service. This unique opportunity offers students the chance to gain work experience for the federal government while remaining in and enjoying our great state.

While participating in both internship programs, students are encouraged to enjoy the many activities and events their program locations have to offer, as the possibilities are endless.

Funding, Housing & Academic Credit

Each intern is given a monthly stipend to help with living expenses.

Interns are responsible for securing their own housing in their program location.

Arrangements for accreditation and academic credit as well as credit payment are the responsibility of the applicant and should be made prior to the internship start date. Awarding of academic credit is at the discretion of your educational institution. However, the office of Senator Barrasso will assist you in providing appropriate information as requested by your school.

Session Dates & Deadlines

The internship program consists of two four-month sessions in the spring and fall, and one three month session in the summer. The dates for upcoming sessions, as well as application deadlines, are posted to the Senator's website. Please indicate which session you are applying for on your application.

Part-time internships will be available on a case by case basis to accommodate class schedules if necessary.

Applications must be submitted by the deadline date for each session.
Completed applications may be sent to:

Senator John Barrasso
Attn: Mary Jane Saunier
307 Dirksen Senate Office Building
Washington, D.C. 20510

Application Process

Please complete all sections of the application to the best of your knowledge and ability. While providing the requested information is voluntary, failure to provide complete answers may affect the review and consideration of your application.

To be eligible for consideration, your application must include the following:

- Completed Internship Application (attached—only include the application forms, pgs. 3-4)
- Signed and Dated Rules Consent
- Current Resume
- Three (3) Short-Essays
- Two (2) Letters of Recommendation (one academic reference and one character reference)

Letters of recommendation may be submitted separately, but the applicant is responsible for ensuring that each is submitted by the application due date.

Please keep a copy of your completed application for your files; application materials will not be returned.

Failure to meet any of the application requirements may delay or even prevent the review of your application.

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Congressional Internship Application

Send completed application to: Senator John Barrasso Attn: Mary Jane Saunier 307 Dirksen Senate Office Building Washington, DC 20510 Phone: (202) 224-6441 Fax: (202) 224-1724	**Application Checklist:** ☐ Completed Internship Application ☐ Signed and Dated Rules Consent ☐ Current Resume ☐ Three (3) Short-Essays ☐ Two (2) Letters of Recommendation

BIOGRAPHICAL INFORMATION

Name:	Current Address:
Birth date:	Current Until: / /
Gender: ☐ Male ☐ Female	Permanent Address:
Primary Phone:	
Secondary Phone:	Parent(s)/Guardian(s) Names:
Email:	

ACADEMIC INFORMATION

High School:	
Graduation Year: Grade Point Average:	
College/University:	Do you plan to seek academic credit for this internship?
Year in School:	☐ Yes ☐ No
Major(s):	Advisor's Name:
Minor(s):	Daytime Phone:
Grade Point Average:	Email:

REFERENCES

Please list two (2) individuals who will be writing your letters of recommendations.

Academic Reference	**Character Reference** (community/volunteer/work/activity related)
Name:	Name:
Title:	Title:
Address:	Address:
Daytime Phone:	Daytime Phone:
Email:	Email:
Relation to you:	Relation to you:

Letters may be mailed separately, but you are responsible for ensuring each is submitted by the application due date.

AREAS OF INTEREST

Are you interested in experience with: ☐ Press Department ☐ Legislative Department ☐ Constituent Relations

Please indicate your top five areas of interest, with one being high and five being low.

☐ Agriculture	☐ Education	☐ Foreign Relations	☐ Public Lands
☐ Business	☐ Energy	☐ Health Care	☐ Trade
☐ Defense	☐ Environment	☐ Labor Relations	☐ Transportation

**** Please note, your work as an intern will not be exclusive to your preferences.***

SESSION DATES & LOCATIONS

Please share the session for which you are applying:

☐

☐

Preference for internship session. ☐ Washington, DC ☐ State

SHORT-ESSAYS

Please include three (3) short-essays answering the following questions. Essays must be less than 300 words, typed.

1.) Choose one of your extra curricular activities and describe how it has prepared you for an internship in the office of Senator Barrasso.
2.) Teamwork is a necessity in our office to keep things going smoothly. What unique skills and experience can you bring as a team member?
3.) What do you plan to take away from this experience that fits your long-term goals?

ADDITIONAL INFORMATION

How did you hear about this internship opportunity?

☐ Senator Barrasso's Website	☐ Professor/Advisor	☐ Friend/Relative
☐ News Publication	☐ Career Center/Fair	☐ Other: _____
☐ Academic Program	☐ Student Association	_____

CONGRESSIONAL RULES AND REGULATIONS CONSENT

I, _____ confirm that the above answers are true, accurate and complete to the best of my knowledge. I understand that any falsification in my answers will lead to the rejection of my application or dismissal from the program and I will not be allowed to re-apply. If selected, I hereby agree to abide by the rules and regulations for congressional employees and the office of Senator John Barrasso.

Signature of Applicant	Date