

# Senator Mark Kirk Internship Application



2012



## Application Checklist

- Internship Application
- Recommendation form completed by two non-family references (Letters of recommendation are still accepted in lieu of the recommendation form)
- Current Resume
- Cover Letter or writing sample



**Internship Application**  
**Washington and Illinois State Offices:**

Office Applying for (Circle one):

Washington DC

Chicago

Springfield

Session Applying for (Circle one):

Spring 2012

Summer I

Summer II

Fall 2012

DC Summer Session I: May 14 – July 13

DC Summer Session II: July 9 – August 31

Chicago & Springfield Summer Session: May – August (dates flexible to availability)

**Personal Information:**

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Parents' Name(s): \_\_\_\_\_

**Education:**

College/University: \_\_\_\_\_

Major: \_\_\_\_\_ Expected Graduation: \_\_\_\_\_ GPA: \_\_\_\_\_

Extracurriculars, honors, awards, etc.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are You a Citizen of the United States?      Yes      No

If "No," what visa do you hold? \_\_\_\_\_ From What Country? \_\_\_\_\_



Availability:

**\*\* I understand that I am applying for an internship. I will commit to being available \_\_\_\_\_ hours per week, at the following times:**

Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_ Thursday: \_\_\_\_\_ Friday: \_\_\_\_\_

I am available to start my internship on: \_\_\_\_\_

---

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

---

---

---

---

---

An internship in Senator Kirk's office 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.

---

---

---

---

---

---

I certify that the statements on this form and material are accurate to the best of my knowledge. I understand that knowingly making false statements will result in my rejection from the internship program.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Internship Recommendation Form

Name of Applicant: \_\_\_\_\_ Recommender's Name: \_\_\_\_\_

Does the applicant waive the right of access to this form? \_\_\_\_\_ YES \_\_\_\_\_ NO

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_ Are you related to the applicant? \_\_\_\_\_

If so, how? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

Please rate the applicant in the following categories:

	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:	_____	_____	_____	_____



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

---

---

---

---

---

Please describe the applicant's ability to work with others in a group situation.

---

---

---

---

---

Recommender Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Organization: \_\_\_\_\_

For Washington, DC positions, return to:

Jordan Hynes  
524 Hart Senate Office Building  
Washington, DC 20510  
Ph: 202-224-2854  
Fax: 202-228-4611  
Jordan\_Hynes@kirk.senate.gov

For Chicago or Springfield positions, return to:

Andrew Weissert  
230 S. Dearborn St., Ste. 3900  
Chicago, IL 60604  
Ph: 312-886-3506  
Fax: 312-886-2117  
Andrew\_Weissert@kirk.senate.gov



## Internship Recommendation Form

Name of Applicant: \_\_\_\_\_ Recommender's Name: \_\_\_\_\_

Does the applicant waive the right of access to this form? \_\_\_\_\_ YES \_\_\_\_\_ NO

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_ Are you related to the applicant? \_\_\_\_\_

If so, how? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

Please rate the applicant in the following categories:

	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:	_____	_____	_____	_____



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

---

---

---

---

---

Please describe the applicant's ability to work with others in a group situation.

---

---

---

---

---

Recommender Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Organization: \_\_\_\_\_

For Washington, DC positions, return to:

Jordan Hynes  
524 Hart Senate Office Building  
Washington, DC 20510  
Ph: 202-224-2854  
Fax: 202-228-4611  
Jordan\_Hynes@kirk.senate.gov

For Chicago and Springfield positions, return to:

Andrew Weissert  
230 S. Dearborn St., Ste. 3900  
Chicago, IL 60604  
Ph: 312-886-3506  
Fax: 312-886-2117  
Andrew\_Weissert@kirk.senate.gov



ALL application materials must be submitted to be considered complete. For Washington, DC applicants, please note that, due to security procedures, applications submitted by mail may take up to four weeks to arrive.

For Washington, DC positions, submit completed applications to:

Jordan Hynes  
524 Hart Senate Office Building  
Washington, DC 20510  
Ph: 202-224-2854  
Fax: 202-228-4611  
[Jordan\\_Hynes@kirk.senate.gov](mailto:Jordan_Hynes@kirk.senate.gov)

For Chicago or Springfield positions, submit completed applications to:

Andrew Weissert  
230 S. Dearborn St., Ste. 3900  
Chicago, IL 60604  
Ph: 312-886-3506  
Fax: 312-886-2117  
[Andrew\\_Weissert@kirk.senate.gov](mailto:Andrew_Weissert@kirk.senate.gov)