



# **SENATOR KEMP HANNON**

COMMUNITY OFFICE  
INTERNSHIP PROGRAM  
2010

# APPLICATION CHECKLIST

- Completed Application
- Proof of Academic Credit (if applicable)
- Contact Information of Internship Program Coordinator
- 2 Reference Letters
- Updated Resume
- Writing Sample

## POSITION DESCRIPTIONS

### **Public Relations**

This position requires excellent online research skills and extensive social networking website knowledge. Typical tasks for this internship include researching facts and statistics regarding daily press releases, assisting in the maintenance of the Senator's social networking websites including Facebook and Twitter, and developing creative local event ideas. You will be expected to help with writing press releases, coordinating press conferences, gathering news clippings and drafting talking points for interviews. *Political Science, Communications and Public Relations Majors preferred.*

### **Government Affairs**

Seeking students interested in government affairs eager to obtain hands on experience in dealing with state issues such as health care, unemployment, insurance, education and social service among others. Students will have an opportunity to interact with constituents, draft correspondence, and participate in events hosted by Senator Hannon. The ability to write well, research, and possess good phone skills are among the desired characteristics sought for this position. *English, Social Work, and Political Science Majors preferred.*

## Personal Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

Home Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Parents' or Guardians' Names: \_\_\_\_\_

Parents' or Guardians' Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## School Information

College or University: \_\_\_\_\_

High School: \_\_\_\_\_

Status as of Spring 2010: Freshman Sophomore Junior Senior Graduate

Major/Minor: \_\_\_\_\_ GPA: \_\_\_\_\_

## Availability

What days and hours are you available to intern at our Community Office?

Days	Time In	Time Out
Monday	:	:
Tuesday	:	:
Wednesday	:	:
Thursday	:	:
Friday	:	:

## Academic Credit

Does your High School or College provide academic credit for your internship? Yes / No

If yes, please attach a list of requirements for you to obtain credit for this internship. Also, be sure to include the contact person for your internship program.

## Internship Preference (Please see "Position Descriptions")

Public Relations

Government Affairs

## Reference Letters

Please submit two letters of reference with this application. List the names and relationship of these references in the space below. Please do not include family members.

Name	Relationship

## Resume

Please submit a current and updated resume with this application. Your resume should include all relevant work experience and extracurricular activities in the past 5 years.

## Writing Sample

Please provide a 3-5 page writing sample. This may be a paper you have written, a letter or published article in a school or local newspaper or you may write something on a topic that you feel would be relevant to this internship.

---

Please send your application to:

**Senator Kemp Hannon**  
**224 Seventh Street**  
**Garden City, NY 11530**

**hannon@senate.state.ny.us**  
with the subject labeled "Internship"

If you have any questions please contact:  
**Nicole Russo at (516) 739-1700**