



CALIFORNIA  
STATE UNIVERSITY  
NORTHRIDGE



## Summer 2023 CSUN in DC Internship Program Application

Priority Application Deadline is **Friday, February 17, 2023**

When complete, please send this application and all attachments via email to us at [dcinterns@csun.edu](mailto:dcinterns@csun.edu). We accept applications on a rolling basis but priority will be given to applications received by Friday, February 17, 2023. Students are strongly encouraged to submit program applications as soon as possible so that they can start the process of applying for and getting placed in internships. To maximize your chances of getting place, applications must be received by **Friday, February 17, 2023**.

### PERSONAL INFORMATION

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

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

Student ID: \_\_\_\_\_

CSUN Email: \_\_\_\_\_

Major: \_\_\_\_\_

Class Level: \_\_\_\_\_

### SKILLS

Please any particular skills and abilities that can help to enhance your applications such as fluency in foreign languages, familiarity with particular software or social media skills, GIS skills, video/audio editing, or graphic design, etc.



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## EMPLOYMENT AND PREVIOUS INTERNSHIPS

Please list previous employment and internships (yes, even employment you might not think is relevant to internships in D.C.)

Organization / Firm: \_\_\_\_\_

Job Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Job Description /Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Organization / Firm: \_\_\_\_\_

Job Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Job Description /Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Organization / Firm: \_\_\_\_\_

Job Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Job Description /Responsibilities: \_\_\_\_\_  
\_\_\_\_\_



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#### EXTRA-CURRICULAR AND VOLUNTEER ACTIVITIES

Please list any extra-curricular or volunteer activities in which you have participated.

#### INTERNSHIP PREFERENCES

Please indicate what types of internships most interest you (Capitol Hill, agency, non-profit, particular policy area, etc.). With which major political party (Democrat or Republican) are you most aligned? (we ask this to help place you in an internship that is best suited for you)

#### WHY CSUN IN DC, SAMPLE RESUME, AND COVER LETTER (PLEASE ATTACH)

In 1-2 pages, please write an essay indicating why you want to participate in the CSUN in DC Internship Program. How would participation in the program be related to your own career goals and plans for professional development?

Also, please attach a current resume and a sample cover letter to a prospective internship office. We will use this to begin working with you on your resumes, cover letters, and internship search

#### LETTER OF RECOMMENDATION (RECOMMENDER SHOULD SEND VIA EMAIL)

Please have the recommendation form (or a letter of recommendation) attached sent to the Program Coordinators. The recommendation could be from a former employer, internship supervisor, or from a faculty member who is familiar with your work and your work ethic. The recommendation should be emailed to Dr. Becker and Dr. Hughes at [dcinterns@csun.edu](mailto:dcinterns@csun.edu).



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#### DISCLAIMER AND SIGNATURE

By submitting an application to the CSUN in DC Program, I agree to allow the Program Coordinator and program faculty access to my academic records including my transcript and any information held by the Student Conduct Coordinator in the Division of Student Affairs. All information will be kept confidential to the extent required by University policy. I certify that my answers are true and complete to the best of my knowledge.

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Please type your name to sign this document.