



INTERNSHIP APPLICATION

Governor's Office of Constituent Affairs

Internship Program Overview

Thank you for your interest in the internship opportunities available in the Constituent Affairs Office of Governor Bruce Rauner. The objective of this program is to provide highly motivated undergraduate and graduate students the opportunity to experience state government by connecting constituents to crucial state services and by promoting civic engagement across Illinois through the Governor's Office of Constituent Affairs. Interns will be provided the opportunity to explore their own unique interest within State government and leave with a working knowledge of government affairs. This internship is part-time and unpaid, though academic credit may be available dependent on each institution's criteria.

Applicant Eligibility

Applicants must be currently enrolled in a College or University;
Strong reading, writing and communication skills;
Ability to maintain professional attitude in a high-stress environment

Location

Internship opportunities are available in the Springfield office only. There are no Constituent Affairs positions available in the Chicago office at this time.

Selection process

A committee will evaluate all complete applications. Applicants may be selected for a personal interview. Applicants will be chosen based on their written submissions and interview performance.

Calendar

Applications are accepted on an ongoing basis.

Spring 2015 – Applications due February 2nd, commencement February 17th

Summer 2015 – Applications due March 15th, commencement May 15th

Fall 2015 - Applications due June 15th, commencement August 30th

Contact

For further details or information, contact:

Grant Hammer
Director, Governor's Office of Constituent Affairs
Office of Governor Bruce Rauner
207 State House
Springfield, IL 62706
Phone: (217) 782-0244 & Email: Grant.Hammer@illinois.gov



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APPLICATION

Last Name _____ First _____

Current Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Date of Birth _____

If applicable, please indicate an alternative address and phone number where you may be reached:

Address _____

City _____ State _____ Zip Code _____

Phone Number _____

Checklist

Ensure you have included the following before sending your application:

1. Cover letter and current résumé;
2. Writing samples (1-2)
3. Completed Application and Availability;

Please mail, email, or fax completed applications to:

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AVAILABILITY

Office operating hours are 8:30AM - 5:00 PM. Please indicate when you are ***not*** available by placing an "x" in the corresponding box. Applicants should allot **twenty** hours per week for the internship.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9am					
9am-9:30am					
9:30am-10am					
10am-10:30am					
10:30am-11am					
11am-11:30am					
11:30am-12pm					
12pm-12:30pm					
12:30pm-1pm					
1pm-1:30pm					
1:30pm-2pm					
2pm-2:30pm					
2:30pm-3pm					
3pm-3:30pm					
3:30pm-4pm					
4pm-4:30pm					
4:30pm-5pm					