



COMMONWEALTH OF KENTUCKY
OFFICE OF GOVERNOR STEVEN L. BESHEAR

Internship Program and Application

Description:

The Office of the Governor is currently accepting applications for internships in the Governor's Frankfort Capitol Offices. **All internships are unpaid, eligible for college credit, minimum of 10 hours a week commitment and open to college and graduate students.** Interns will be involved in a variety of tasks and responsibilities will vary. However, interns must be self-motivated, professional in attitude and appearance, strong communicators, proficient in computer skills and research, willing to take on new and different tasks, diligent, and dependable.

Departments:

The following departments are available for internships: Communications, Policy and Legislative Affairs, Constituent Services, First Lady's Projects, Lt. Governor's Projects, Faith-Based Projects, Commission on Women, Minority Empowerment, Local Development, and Legal Counsel.

Application:

To be considered intern candidates must return a completed application along with a resume, non-personal letter of recommendation, and cover letter. Please see internship website for application deadlines.

For More Information:

Contact Susan Bryan at (502) 564-2611 x357

APPLICATION FOR GOVERNOR'S INTERNSHIP PROGRAM

INSTRUCTIONS

Thank you for expressing an interest in joining the Governor's Office Internship Program. This specialized program allows interns to work in an area of their interest, and enables them to have a meaningful, hands-on experience, while learning about state government. **All internships are unpaid and require a minimum of a ten hour per week time commitment.** To be considered, please complete the form below.

SECTION 1- CONTACT INFORMATION

Name (first, middle, last):
Date of Birth:
E-mail Address:

SCHOOL ADDRESS

School Address 1:		
School Address 2:		
City:	State:	ZIP Code:
Phone Number:		

HOME ADDRESS

Home Address 1:		
Home Address 2:		
City:	State:	ZIP Code:

SECTION 2- SCHOOL INFORMATION

College or University:
Major(s):
Minor/Certificate:
Status Next Semester (please circle one): Freshman Sophomore Junior Senior Other
GPA (or equivalent):
Internship for credit? YES NO

SECTION III- INTERNSHIP PREFERENCES

Departments of Interest: (Please indicate at least one choice, departments are listed on the first page under description.)

First Choice:
Second Choice:
Third Choice:
Fourth Choice:
Fifth Choice:

SECTION IV- RESUME, RECOMMENDATION AND COVER LETTER

In your cover letter please address the following questions:
What interests you in an internship in state government?
How do you hope this internship will benefit your career goals?

Please attach a one-page resume to this form. Please include all relevant work experience, education, community involvement, government or military service, honors, and awards.

Please include one non-personal letter of recommendation.

BY SENDING THIS FORM YOU ARE AFFIRMING THAT ALL THE STATEMENTS YOU HAVE MADE ON THIS FORM ARE TRUE AND THAT YOU UNDERSTAND THAT A BACKGROUND CHECK WILL BE CONDUCTED IF YOU ARE CONSIDERED FOR AN INTERNSHIP.

Applications should be e-mailed or faxed to: <i>susanh.bryan@ky.gov</i> or Fax: 502-564-2853	Applications should be mailed to: Susan Bryan Office of the Governor 700 Capitol Avenue Frankfort, KY 40601
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