

SENATOR JEFFREY D. KLEIN
INTERN APPLICATION
New York State Senator • 34th Senate District

Date:

School:

Name:

Address:

City:

Zip:

Phone: Day

Evening

Email

Emergency Contact:

Phone:

If you are intending on interning here for *college credit*, please complete the following information:

Course of Study/Department:

Professor/Contact Person:

Phone:

How did you learn about internship opportunities here?

Availability:

Mon _____ to _____

Thurs _____ to _____

Tues _____ to _____

Fri _____ to _____

Wed _____ to _____

In order to process your application, the following information is required:

- A one page cover letter on why you wish to work at Senator Klein's office and what you are hoping to learn from your experience.
- A copy of your most recent academic grades.
- A letter of recommendation from one of your academic instructors.

Is there any additional information that you would wish to share with the Senator's Office?

SENATOR JEFFREY D. KLEIN

INTERN APPLICATION

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As a member of Senator Klein's office your responsibilities will include:

- Attending to callers, you will be required to take message for staff members as well as deal with constituents in a professional manner and be able to obtain specific detailed information on any problem they may be having.
- Dealing one-on-one with visitors to our office both professionally and compassionately.
- Completing office-related tasks independently such as filing folders, being able to compile spreadsheets as well as written correspondence.
- Being able to work in a team-oriented environment with staff members as well as other offices and government agencies.

As a member of Senator Klein's office *you* will be required to:

- Keep a professional appearance and demeanor at all times. Unless otherwise notified wearing t-shirts, jeans or sneakers are prohibited. Always be kind and courteous to visitors and staff.
- Have a basic proficiency with computers as well as Microsoft Word & Excel.
- Open a Gmail account to send/forward messages as well as access office related documents.
- Be able to communicate effectively both verbally and in writing.
- Think critically and creatively in order to solve constituents problems.

Ability to bring a laptop a plus!