

## 2006 SUMMER INTERNSHIP PROGRAM



### ASIAN PACIFIC AMERICAN INSTITUTE FOR CONGRESSIONAL STUDIES WASHINGTON, DC

The Asian Pacific American Institute for Congressional Studies (APAICS) invites college students to apply to our 2006 Summer Internship Program in Washington, DC. The term of the internship will be from **June 5 to July 28, 2006**.

APAICS is a non-partisan, non-profit, educational organization whose mission is to promote the participation of Asian American and Pacific Islanders in the political process. Through our internship program, APAICS hopes to encourage the political and civic involvement of young people, to foster their interest in political and public policy-related careers, and to develop their leadership skills.

APAICS places our interns in the U.S. Congress, Federal agencies and institutions that further APAICS' mission. (Please see the accompanying document, "Host Offices.") Interns attending continental U.S. schools will receive a total stipend of **\$2,500**. Interns attending Hawaii schools, or who live in Hawaii, will receive a total stipend of \$3,000 to cover additional transportation costs. All interns will be required to complete weekly journals, and a program evaluation at the end of the internship.

To qualify for the 2006 Program, applicants must meet the following requirements:

- Interest in the political process, public policy issues and Asian American and Pacific Islander community affairs.
- Evidence of leadership abilities and excellent oral and written communication skills.
- Current enrollment in an accredited undergraduate educational institution. (Recent graduates – within 90 days prior to June 5, 2006 - are also welcome to apply.)
- U.S. citizenship or legal permanent residency by June 5, 2006.
- 18-years old by June 5, 2006.
- Submission of all application materials (Part I & Part II) by **January 31, 2006**.

In order to further our mission, APAICS will give preference to students who have not previously had an internship in Washington, DC. ***Please follow application submission instructions carefully.*** Finalists may be contacted for a telephone interview, and successful applicants will be notified in **March 2006**.

For other detailed information and online application materials, please go to the APAICS webpage at [www.apaics.org](http://www.apaics.org), contact the APAICS office by e-mail at [apaics@apaics.org](mailto:apaics@apaics.org), or call our office at 202/296-9200.

**2006 SUMMER INTERNSHIP PROGRAM  
APPLICATION**

**PART I**



NAME: \_\_\_\_\_, \_\_\_\_\_ \_\_\_\_\_  
*LAST FIRST MIDDLE*

CURRENT TELEPHONE #: \_\_\_\_\_

CURRENT E-MAIL: \_\_\_\_\_

CURRENT ADDRESS: (Valid until \_\_\_\_\_)  
*Date*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PERMANENT TELEPHONE #: \_\_\_\_\_

PERMANENT E-MAIL: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

CHECK ONE: U.S. Citizen: \_\_\_\_\_ or Legal Permanent Resident: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

MAJOR: \_\_\_\_\_

ETHNICITY: \_\_\_\_\_

CURRENT GRADE POINT AVERAGE: \_\_\_\_\_

EXPECTED GRADUATION DATE: \_\_\_\_\_

NAME OF YOUR CONGRESSPERSON: \_\_\_\_\_  
(Where you are registered to vote)

YOUR CONGRESSIONAL DISTRICT: \_\_\_\_\_

NAMES OF YOUR SENATORS: \_\_\_\_\_  
\_\_\_\_\_

PLACEMENT PREFERENCE: (Rank 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choice)\*

\_\_\_\_\_ Congress

\_\_\_\_\_ Federal Agency (e.g., Department of Commerce, Transportation, Labor. etc)

Indicate Preference: \_\_\_\_\_

\_\_\_\_\_ APAICS Office

TOPICS/ISSUES OF INTEREST: \_\_\_\_\_  
(e.g., health, immigration, business)

***\*APAICS reserves the right to make all final placement decisions.***

How did you hear about the APAICS Internship Program?

\_\_\_\_\_ School Career Services Center

\_\_\_\_\_ APAICS Website

\_\_\_\_\_ APAICS Summer Internship Program Alumni

\_\_\_\_\_ Other: \_\_\_\_\_

The information provided in Part I and Part II of my application, and all supporting materials are complete and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**2006 SUMMER INTERNSHIP PROGRAM  
APPLICATION**

**PART II**



Please submit the following:

- An official copy of your most current *transcript*.  
(Please have the transcript mailed directly to APAICS at the address below.)
- A *cover letter* addressing why you should be selected for the APAICS Internship Program, how you selected your internship placement preference, and how participating in this particular program will further your personal goals.
- A *resume* listing your education, work experience, extracurricular activities, community involvement and honors/awards you have received.
- A *writing sample* consisting of three (3) essays addressing the following questions. Do not exceed a total of three (3) typewritten pages (using Arial, 12-point font) for all three essays. The answers to the questions do not have to be equal lengths, so if you choose, you may use more space for one question, than the others.
  1. How did you become interested in politics, and what have you done to further that interest?
  2. Select a publicly elected official who you consider to be a role model, and explain why you believe this person is a role model.
  3. How do you see yourself participating in politics in the future?
- Two separate *letters of recommendation* (from persons not related to you) who can evaluate your potential as an APAICS intern (e.g., from an employer, community leader and/or campus organization sponsor or professor). We may want to contact your reference to obtain additional information relevant to the internship program. Please use the recommendation letter request form below.



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**REQUEST FOR A  
LETTER OF RECOMMENDATION  
FOR THE  
2006 APAICS SUMMER INTERNSHIP PROGRAM**

To Whom It May Concern:

\_\_\_\_\_ is applying for the 2006 Asian Pacific American Institute for Congressional Studies (APAICS) Summer Internship Program in Washington, DC.

As part of the process, the applicant is required to submit a letter of recommendation. We would appreciate it if you would evaluate the applicant's potential as an APAICS summer intern on official letterhead, including your contact information.

Please give the recommendation letter to the student in a *sealed* envelope, so the student can mail it to APAICS as part of a complete application package. The student must submit all application materials by January 31, 2006.

You may also opt to mail your letter to our office directly, to the following address:

APAICS: 2006 Summer Internship Program  
1001 Connecticut Avenue, NW  
Suite 835  
Washington, DC 20036

If you choose this option, the letter must be postmarked by January 31, 2006.

Should you have any questions, please feel free to contact the APAICS office at 202/296-9200.

Thank you for your support!

**APAICS  
2006 SUMMER INTERNSHIP PROGRAM  
APPLICATION SUBMISSION INSTRUCTIONS**

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1. You may use paper clips, but please ***DO NOT STAPLE*** any pages.
2. Please arrange the application documents in the following order:
  - Application Part I (Completed and signed)
  - Cover letter
  - Resume
  - Writing sample
3. Make one extra copy of the documents in #2 and clip together as a separate batch.
4. Also enclose:
  - First recommendation letter.
  - Second recommendation letter.
  - One self-addressed, stamped, business envelope
5. Mail the entire package to:

**APAICS: 2006 Summer Internship Program  
1001 Connecticut Avenue, NW  
Suite 835  
Washington, DC 20036**

All application materials must be postmarked by ***January 31, 2006***.

***Faxed and e-mailed documents will not be accepted.***

We will notify all applicants of the final selections in ***March 2006***.