

Internship Application
Office of Congressman Mark Kirk
U.S. House of Representatives

*Note: According to the Rules of the United States House of Representatives all applicants MUST be enrolled in an educational program that grants school credit to participants in internship programs. Applicants must be prepared to provide documentation of their enrollment in such a program.

I: Contact Information:

Name: _____	Date of Birth: _____
Home Address: _____	School Address: _____
_____	_____
E-mail: _____	Home Phone: _____
Work Phone: _____	Cell Phone: _____

II: Position Specifications (some flexibility):

Please circle desired session:

Availability

I: January – May

Monday: _____

II: May – July

Tuesday: _____

III: July – September

Wednesday: _____

IV: September - January

Thursday: _____

Friday: _____

III: Additional Information:

Please attach with this application:

1. A copy of your resume
2. A one-page cover letter which explains why you want to intern in Congressman Kirk's office. Also include information that is not on your resume that will help us with the selection process.
3. Two letters of recommendation

Please e-mail or fax this application to the appropriate office:

Northbrook Office
Contact: Andrew Field
Phone: 847-940-0202
E-mail: Andrew.Field@mail.house.gov
Fax: 847-940-7143

DC Office
Contact: Shauna McCarthy
Phone: 202-225-4835
E-mail: Shauna.McCarthy@mail.house.gov
Fax: 202-225-0837

If you have any further questions, contact Shauna McCarthy at 202-225-4835.