

## OFFICE OF U.S. SENATOR LISA MURKOWSKI 2023 HIGH SCHOOL INTERN APPLICATION

U. S. Senator Lisa Murkowski  
522 Hart Senate Office Building  
Washington, D.C. 20510-0203  
(202) 224-6665  
(202) 224-5301 – FAX

### OVERVIEW

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U. S. Senator Murkowski's high school intern program is an opportunity for newly-graduated Alaskan high school students to intern in our Washington, D.C. office to learn more about the workings of the United States Senate and the federal legislation that affects Alaska. We select eight (8) students from all areas of Alaska to participate in one of two, sessions, lasting approximately 3-4 weeks.

Two college level Intern Coordinators supervise the program and coordinate various planned events in and out of the office. Interns will live in a shared dormitory room and are encouraged to explore Washington D.C. on their own time. We expect a significant level of maturity and professional responsibility from all of our interns. **Please be aware that we have a zero tolerance policy for alcohol and drug use.**

### WHO MAY APPLY

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U.S. Senator Murkowski's intern program is open to Alaskan high school students who have completed their senior year.

### QUALIFICATIONS

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We are looking for independent and mature applicants who will take the initiative to make the most of their opportunity in Washington, D.C.

### WHEN

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The first session runs from **June 5 – 30, 2023** and the second session runs from **July 10 – August 4, 2023**. You should designate which session you would prefer to attend on the application. You may participate in one session only and NO additional internships while in Washington, DC.

### ACTIVITIES

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Office hours are from 9:00 a.m. to 6:00 p.m. Professional business attire is required for all interns.

Office activities include assisting the staff with daily assignments, attending hearings and committee business meetings, and accompanying U.S. Senator Murkowski and her staff during their daily routine.

Interns will have the opportunity to attend a number of committee hearings, educational tours and local events. Past events have included visits to the White House, The National Zoo, Smithsonian Museums, monuments and many more.

## **EXPENSES**

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The interns will be housed in double rooms with kitchenettes in The Congressional, a property of Washington Student Intern Housing (WISH). The Intern Director will make room selections and assign roommates among the eight (8) interns for each session. Interns are responsible for providing their own bedding, including towels, sheets, pillows, and comforters. However, most furniture and dishes including pots, pans, plates, and utensils are provided.

**Interns are responsible for the cost of housing.** Housing will cost \$2,210 for each session, payable by the interns **before** their arrival. While the housing is costly, the location of WISH a block away and the kitchenettes lowers the daily expenses for the interns considerably.

### **Interns will be required to pay for transportation to and from Washington D.C.**

Travel plans will be coordinated with U.S. Senator Murkowski's office.

A Metro DC subway card will be provided by the office to use for official tours. WISH housing is two blocks away from the Hart Senate Office so interns will walk to work. Transportation including but not limited to: Amtrak, Uber, Lyft, bike rentals, bus tickets, etc. will be the responsibility of the intern. Interns can plan on spending approximately \$25/day on food. However, interns can significantly lower the cost of food by purchasing groceries and using the kitchenettes in their rooms.

## **SALARY**

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Interns will be paid a total stipend of \$3,000 for each session. Payments are received in two-week installments on the 5th and the 20th of the month, following the interns' first day in the office. This stipend is subject to applicable taxes.

The stipend is paid out of the office intern budget and will help defray costs. However, interns must come financially prepared for their daily expenses.

It is important that interns budget ahead of time how much money they will have available for extracurricular activities and not rely on their paychecks.

## **ELIGIBILITY**

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All interns are considered employees of the U.S. Senate and will be issued appropriate identification. In order to be eligible for employment by the U.S. Senate you must:

1. be a United States citizen; or
2. be lawfully admitted for permanent residence and seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B).

Original government issued identification will be required upon hiring, such as U.S. Passport, Social Security Card, or Driver's License. No copies will be accepted per law. If you are not a U.S. citizen please contact U.S. Senator Murkowski's Washington D.C. office to verify your eligibility.

## **HOW TO APPLY**

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The attached application must be received by 11:59p.m. (AKST) on **Friday, March 31, 2023**. Online or faxed applications are preferred, due to the extensive mailing process in the U.S. Senate. **Any applications submitted past the deadline will not be considered.**

**U.S. Senator Lisa Murkowski  
Attn: Intern Director  
522 Hart Senate Office Building  
Washington, D.C. 20510-0203  
(202) 224-5301 (fax)  
Stacy\_Pense@murkowski.senate.gov**

Applicants will be notified of selection in mid-April. Additional applications or information can be obtained from [www.murkowski.senate.gov](http://www.murkowski.senate.gov), or by calling U.S. Senator Murkowski's Washington, D.C. office at (202) 224-6665 (Attn: Intern Director, Stacy Pense).

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The first session is from **June 5-30, 2023** and the second session is **July 10-August 4, 2023.**

Session applying for (select only one): 1st Session ☐ 2nd Session ☐ Either ☐

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**Personal Information**

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Name (last, first, middle) \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Place of Birth \_\_\_\_\_

Years lived in Alaska \_\_\_\_\_

Street Address \_\_\_\_\_

Gender: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Mailing Address (If different) \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Home phone (    ) \_\_\_\_\_

Cell phone (    ) \_\_\_\_\_

Email \_\_\_\_\_

Mother's Name \_\_\_\_\_

Work/cell phone (    ) \_\_\_\_\_

Father's Name \_\_\_\_\_

Work/cell phone (    ) \_\_\_\_\_

Emergency Contact (if different): \_\_\_\_\_

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**Education**

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High School \_\_\_\_\_

Address \_\_\_\_\_

Graduation date \_\_\_\_\_

Extracurricular Activities

Honors or Awards

Special Skills

Post High School Plans

**Employment History**

Please begin with most recent employer

1. Employer	Dates of employment
Title/Duties	

2. Employer	Dates of employment
Title/Duties	

## Recommendations

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Please include TWO letters of recommendation. This can be submitted *with* the application, or faxed/emailed separately.

## References

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Please list two references who have known you at least two years.

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### 1. Reference

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Work phone (            )

Home phone (            )

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Email

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Relationship

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### 2. Reference

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Work phone (            )

Home phone (            )

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Email

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Relationship

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## Essay Questions

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On an additional page, please answer the following two essay questions. Each response should be limited to no more than 300 words.

### **Why do you want to be an intern in the Office of Senator Lisa Murkowski?**

In responding to this question, please ask yourself the following questions: What do I hope to gain from this experience? What are my expectations for this internship? What do I think I can contribute to the Senator's office?

### **If you could address one problem or create one opportunity for our state what would that be and how would you suggest to do it?**

The information given above is complete and accurate to the best of my knowledge:

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Applicant's signature

Date

### **Consent:**

#### **For parents/guardians of intern applicants:**

I have read the attached information and I grant permission for \_\_\_\_\_

\_\_\_\_\_ to participate in the program if accepted.

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Parent or Guardian's signature

Date

Applications must be received by 11:59p.m. (AKST) on Friday, March 31, 2023.  
Online or faxed applications are preferred.

Send completed applications to:

**U. S. Senator Lisa Murkowski  
Attn: Intern Director  
522 Hart Senate Office Building  
Washington, D.C. 20510-0203**

**(202) 224-5301 (fax) or by email at  
Stacy\_Pense@murkowski.senate.gov**

*Please Note: Mail security screenings have significantly slowed our mail delivery. **Applications received late will not be considered.***