

## 2010 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 the 2010 Summer Internship Program in Washington, DC. The term of the internship will be from **June 7 to July 30, 2010**.

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. Interns attending continental U.S. schools will receive a stipend. Interns attending Hawaii schools, or who live in Hawaii or any of our Pacific Islands, will also receive a stipend and a small amount to help cover additional transportation costs. All interns will be required to complete weekly journals, two (2) interviews (people of their choosing), and a program evaluation at the end of the internship. A schedule of intern activities, which will also be sent to the supervisors, will be provided upon arrival to Washington, DC.

To qualify for the 2010 intern 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 8, 2010 - are also welcome to apply.)
- U.S. citizenship or legal permanent residency by June 8, 2010.
- 18-years old by June 8, 2010.
- Submission of all application materials (Part I & Part II) by **January 31, 2010**.

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 on or about **April 2010**.

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.

**2010 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: \_\_\_\_\_

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

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

**Note: Please let us know if you have applied for an internship in the Washington, DC, area and where \_\_\_\_\_.**

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

**2010 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. What publicly elected official would you consider to be a role model, and why?
  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 located in this packet.

Asian Pacific American Institute for Congressional Studies  
1001 Connecticut Avenue, NW  
Suite 530  
Washington, DC 20036  
Attn: Summer Internship Program



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**REQUEST FOR A  
LETTER OF RECOMMENDATION  
FOR THE  
2010 APAICS SUMMER INTERNSHIP PROGRAM**

To Whom It May Concern:

\_\_\_\_\_ is applying for the 2010 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, 2010**. There will be no deadline extension.

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

APAICS: 2010 Summer Internship Program  
1001 Connecticut Avenue, NW  
Suite 530  
Washington, DC 20036

If you choose this option, the letter must be postmarked by **January 31, 2010**.

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

Thank you for your support!

**APAICS  
2010 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, email documents in #2 above to [rubyapaics@gmail.com](mailto:rubyapaics@gmail.com).
5. Also enclose:
  - First recommendation letter.
  - Second recommendation letter.
  - One self-addressed, stamped, business envelope.
6. Mail the entire package to:

**APAICS: 2010 Summer Internship Program  
1001 Connecticut Avenue, NW  
Suite 530  
Washington, DC 20036**

All application materials must be postmarked by ***January 31, 2010***. No deadline extension.

***E-mailed applications will also be accepted no later than January 31, 2010. No deadline extension. No faxed documents will be accepted.***

We will notify all applicants of the final selections on or about ***mid-April 2010***.