

Internship Information

Assemblywoman Shannon Grove

32nd Assembly District, Bakersfield, CA

<http://arc.asm.ca.gov/member/32/>

General Duties and Responsibilities

Interns will have the opportunity to learn about current legislation and the operation of the California State Assembly. Some of the duties for which interns will be responsible include office duties such as answering phones, data input, filing, assisting in resolving constituent inquiries and working on special projects.

Dress Code and Office Hours

The dress code is professional; collared shirt and pants (no jeans & T-shirts) for men, dresses, skirts and dress pants and shirts for women. Office hours are Monday through Friday from 9:00 A.M. to 5:00 P.M. Interns may arrange for flexible hours to accommodate their school schedule.

Employment Facts

Assemblywoman Shannon Grove offers volunteer internship positions. Applicants should be enrolled in either high school or college, having maintained a minimum 3.00 grade point average.

References

We recommend that applicants submit at least two reference letters.

Writing Sample

Applicants must submit a 250-word essay on why they wish to obtain an internship with Assemblywoman Shannon Grove. The essay should include issues of interest and what the applicant hopes to gain from the experience.

Please mail or fax the completed application along with a resume, references and the indicated writing sample to the following address:

Office of Assemblywoman Shannon Grove
4900 California Ave., Ste. 100B
Bakersfield, CA 93309

(661) 395-2995 Office
(661) 395-3883 Fax

Intern Application
Assemblywoman Shannon Grove
32nd Assembly District

Name _____ Date of Birth _____

E mail Address _____ Political Affiliation _____

Permanent Address: Street _____

City, State & Zip Code _____

Day Phone () _____ Cell Phone () _____

School Address: Street _____

City, State & Zip Code _____

Day Phone () _____

High School Name _____

College Name _____

Major _____ Minor _____ GPA _____

Internship for which you are applying: winter _____ spring _____ summer _____ fall _____

Location of Internship: Sacramento _____ Bakersfield _____

Date you are available _____

Full Time/Part Time (please indicate days of the week)

Foreign Language _____

Computer Skills (Please note programs with which you have working knowledge)

Please List the policy issues that are of interest to you

In case of emergency: Parent or Family Member Contact

Name _____ Relationship to you _____

Day Phone () _____ Cell Phone () _____

Dear Intern Applicant:

Thank you for inquiring about an internship position in my office. An internship in a legislative office offers a unique working environment, which is both educational and professional.

Interns are needed for the district office in Bakersfield, California. If you are either a high school or college student in good standing, having maintained a minimum grade point average of 3.0, you may apply for an internship in my office for a semester/quarter in the school year or during your summer recess. Be sure to inquire at your school to see if college credits/or a stipend are offered for volunteering.

Attached you will find an application form and additional information about how to continue in the application process. There are also added details regarding the expectations and duties of our interns. Once you have completed the application, please send it along with your resume, short essay and reference letters to the following address:

Assemblywoman Shannon Grove
4900 California Ave., Ste. 100B
Bakersfield, CA 93309

Again, thank you for your interest in working as an intern in my office

Best regards,

Shannon Grove
Member of the Assembly