



Assemblywoman Melissa Melendez Legislative Internship Program

Assemblywoman Melissa Melendez currently has a limited number of internship opportunities in her **District Office** at 41395 Kalmia St. #220 in Murrieta.

Why should you intern for Assemblywoman Melissa Melendez?

This is an opportunity for you to get involved in the legislative process, develop job skills, and get a head start on your career. In our office you will have the opportunity to work in a professional environment, build your resume, and network with elected officials, business leaders, and members of the community. Internships will also fulfill community service requirements. Productive interns will receive letters of recommendation for college, graduate school, or other professional opportunities.

Who is Assemblywoman Melissa Melendez?

Assemblywoman Melendez represents Assembly District 67, which encompasses much of Southwest Riverside County. Including the cities and communities of Murrieta, Lake Elsinore, Canyon Lake, Hemet, Lakeland Village, Wildomar, Winchester, Woodcrest, Temescal Valley, French Valley and El Sobrante. She represents 400,000-plus constituents. Prior to her election to the State Assembly, Assemblywoman Melendez was the Mayor of Lake Elsinore and a small business owner. She lives with her husband Nico and their five children.

What happens in Assemblywoman Melendez's office?

Assemblywoman Melendez's district office is a customer service organization. Our office works to respond quickly to the needs of all of our district's constituents. In addition, the district office actively participates in community events and works hard to establish solid relationships with local business and community leaders. Interns in Assemblywoman Melendez's district office will be involved in the implementation of programs that work to accomplish both of these important goals.

What will be required of Assemblywoman Melendez's interns?

Interns will perform a wide variety of tasks geared toward assisting the Assemblywoman and her staff in serving the constituents of Assembly District 67. Examples of tasks include constituent correspondence, research projects, aiding with district office events and programs, maintaining and operating databases, internet searches, working with government agencies, and performing general office duties. Interns should be of the highest integrity and be creative, pro-active self-starters able to work with little supervision. Professional and modest dress is required and must be adhered to.

INTERNSHIP APPLICATION

Name (First, Middle Initial, Last)

Date of Birth mm/dd/yyyy

Current Address

Parent/Guardian Name/Address (if minor)

Current Phone Number

E-mail Address

School Currently Enrolled in

School Office Phone Number

Year in School (as of TODAY)

Freshman

Sophomore

Junior

Senior

Graduate

Will you receive credit for this internship? Circle one: Yes No

Qualifications, including honors, achievements, extracurricular activities, hobbies, or interests

References

1. Name _____

Address _____ City _____ State _____

Occupation _____ Phone _____

2. Name _____

Address _____ City _____ State _____

Occupation _____ Phone _____

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT ANY FALSE INFORMATION ON THIS APPLICATION MAY BE GROUNDS FOR NOT HIRING ME.

DATE _____ SIGNATURE _____

Click to submit or Mail form to District Director, Donna Thompson:
41395 Kalmia St. #220, Murrieta, CA 92562 or via email donna.thompson@asm.ca.gov
For more information, call Donna at (951) 894-1232.