

Senator Kirsten E. Gillibrand  
United States Senator for New York

# Internship Opportunities

**We expect a great deal from our interns.** Candidates will have a diverse, challenging experience and make a genuine contribution to Senator Gillibrand's work on behalf of New York and the nation.

Internship opportunities are available in each of Senator Gillibrand's following offices: Washington, D.C., New York City, Melville, Albany, Syracuse, Rochester, and Buffalo.

## Washington, DC

Work for Senator Kirsten Gillibrand in our Capitol Hill office with tasks and duties including:

- Attending legislative hearings and briefings.
- Preparing policy memos and legislative briefs.
- Providing tours of the U.S. Capitol building.
- Assisting with constituent correspondence.

## New York State Internships

Working in one of our regional offices, interns have the opportunity to take on a wide range of opportunities including:

- Supporting staff with constituent outreach and advocacy events.
- Participating in meetings with community leaders and organizations
- Aiding and advocating on behalf of New Yorkers with federal agencies and other organizations
- Monitoring daily regional news

For more information, answers to frequently asked questions, or to fill out an application, please visit <http://gillibrand.senate.gov/>.



Our office is seeking highly motivated students to serve as interns in our New York City Headquarters for our Fall 2016 Internship Program.

Our internship program is designed to mentor and cultivate today's young leaders and prepare them for future public service opportunities. Students are provided with a unique vantage point from which to observe and participate in government work. Interns will be placed in a number of departments in the Senator's office including Constituent Affairs, Community Outreach, Correspondence, and Operations.

Availability on Mondays, Wednesdays, and Thursdays is preferred, although all interested applicants are encouraged to send their resume, cover letter, writing sample, letter of reference, and transcript (unofficial is acceptable) to [Gillibrand InternshipsNYC@gillibrand.senate.gov](mailto:Gillibrand_InternshipsNYC@gillibrand.senate.gov)<mailto:Gillibrand\_InternshipsNYC@gillibrand.senate.gov>.

An application can be found on Senator Gillibrand's website at <http://gillibrand.senate.gov/services/internships/>. Applicants should direct all inquiries to [Gillibrand InternshipsNYC@gillibrand.senate.gov](mailto:Gillibrand_InternshipsNYC@gillibrand.senate.gov)<mailto:Gillibrand\_InternshipsNYC@gillibrand.senate.gov>.

Thank you for your help. We look forward to seeing your students in our office.