



**STATE OF NEW YORK  
OFFICE OF GOVERNOR DAVID A. PATERSON**

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**2009 Internship Application**

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## STATE OF NEW YORK

DAVID A. PATERSON  
GOVERNOR

### INTRODUCTION

Governor Paterson's Executive Chamber Internship Program offers an outstanding opportunity for motivated college juniors, seniors, new (or recent) graduates and graduate students to gain real world government experience working closely with the Governor's staff.

Interns may be placed in the Appointments Office, Executive Chamber Operations, Intergovernmental Affairs, Legislative Affairs, Press Office\*, Scheduling Office\*, Office of the Secretary to the Governor\*, State Operations, Special Projects\*, as well as offices focusing on economic development, education, energy, the environment, health, and homeland security. The number of interns hired and the offices to which interns are assigned varies based on staff needs.

Intern responsibilities will range from administrative work to substantive research. All interns should be ready to work hard, learn quickly, and cooperate with a diverse team serving the people of New York State.

### ELIGIBILITY

To be considered for an Executive Chamber Internship, students must be:

- a US Citizen or foreign national eligible to work in the United States;
- 18 years of age or older;
- a New York State resident or attending a New York State college, university, or law school;
- available to work at least 20 hours per week;
- currently enrolled as a junior or senior undergraduate, or graduate/law student; and
- hold a 2.8 GPA or higher.

### APPLICATION PROCESS

In addition to the attached application, students must submit the following documents to the Internship Director by the application deadline:

- cover letter explaining why you are seeking an Executive Chamber internship;
- resumé;
- unofficial transcript(s) from *every* college/university you have attended;
- a writing sample of 1000 words or less; and
- two letters of recommendation from professional sources

\* Positions available in both New York City and Albany.

## **INTERNSHIP DATES & APPLICATION DEADLINES**

The deadlines for 2009 internship applications are as follows:

	<b>Application Deadline</b>	<b>Internship Dates</b>
<b>Summer 2009</b>	April 1, 2009	June 1 – August 14
<b>Fall 2009</b>	July 15, 2009	Sep. 14 – Dec. 18

## **SELECTION PROCESS**

Upon submission of a completed application, the strongest applicants will be selected for an interview with a member of the Governor's staff. After the preliminary interview, the applicant may be selected for a second round of interviews with one or more offices that will best utilize her/his talents or interests. Applicants will be notified of their selection on a rolling basis. In the case of the fall semester, students will be notified before school begins.

## **COMPENSATION**

Most Executive Chamber internships are unpaid. Some colleges and universities provide additional stipends, tuition waivers, or temporary loans to help cover internship expenses.

There are a very limited number paid positions available to students who are not receiving academic credit, or who demonstrate financial need. To apply for one of these positions, please submit a letter from a college official confirming that your institution is unable to provide adequate financial assistance toward the cost of your internship.

## **HOUSING**

Unfortunately, the Governor's Office cannot provide housing for our interns. Web sites with apartment and sublet listings and local universities' housing offices may be helpful. Interns seeking housing may also wish to contact each other through the Executive Chamber Interns Housing Listserv at <http://groups.yahoo.com/group/nychamberinterns>.

## **QUESTIONS**

Questions regarding the internship program should be directed to [internships@chamber.state.ny.us](mailto:internships@chamber.state.ny.us). Please review the FAQ at the end of this application before writing.



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**EXECUTIVE CHAMBER INTERNSHIP APPLICATION**

Please print or type the following information:

Where would you like to intern?     Albany             NYC             Washington DC  
Applying for:                             Spring             Summer             Fall  
What days and hours will you be available? \_\_\_\_\_

Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Social Security No.: \_\_\_\_\_  
Driver's License No.: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Permanent Address: \_\_\_\_\_  
(if different from above)

Email: \_\_\_\_\_  
College or University: \_\_\_\_\_  
Degree Program: \_\_\_\_\_  
Major(s) & Minor(s): \_\_\_\_\_  
Graduation Date: \_\_\_\_\_  
Grade Point Average: \_\_\_\_\_  
(or comparable standing)

Honors/Awards \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation?     Yes     No  
If yes, please explain on a separate sheet.

Are you seeking an unpaid position for which you may be able to receive credit from your school?  
 Yes     No

Is financial assistance provided by your school to cover internships?                     Yes     No

Do you expect to receive any grants from any organization(s) for participating in a government internship?  
 Yes     No

Please attach a cover letter explaining why you are applying for an Executive Chamber internship. In addition, please send us your **resumé, unofficial transcript(s) from every college/university you have attended, a writing sample of 1000 words or less, and two letters of recommendation.**

*All of the information provided is true to the best of my knowledge. I understand that all materials submitted with this application will not be returned and are for the confidential use of the Executive Chamber staff in connection with my acceptance and placement in an Executive Chamber Internship. I have answered all questions completely and accurately. I understand that any false or misleading statement or omission on this application may be the basis for dismissal from the Internship program. To ensure that other applicants receive full consideration, I will notify the Executive Chamber Internship Coordinator immediately if I withdraw my application for any reason.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

### **NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the State of New York to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

Applications for internships in Albany and New York City should be mailed to:

Applications for internships in Albany and New York City should be mailed to:

Peter Yacobellis  
Executive Chamber Administration  
633 Third Avenue, 38<sup>th</sup> Floor  
New York, NY 10017

Applications for internships in Washington DC should be mailed to:

Internship Coordinator  
Washington Office of Governor Paterson  
444 North Capitol Street, NW, Ste. 301  
Washington, DC 20001

Whenever possible, please submit your entire application in one submission.  
Please email questions to [internships@chamber.state.ny.us](mailto:internships@chamber.state.ny.us).

FOR OFFICE USE ONLY

CL: \_\_\_ RM: \_\_\_ WS: \_\_\_ TS: \_\_\_ L1: \_\_\_ L2: \_\_\_

COMPLETE: \_\_\_

DATE: \_\_\_\_\_

# FREQUENTLY ASKED QUESTIONS

## **Q. Can I receive academic credit for my internship?**

A. Some colleges offer credit for internships while others do not. Check with your college or university registrar. If you receive academic credit for your internship, you are ineligible for paid positions.

## **Q. What do Executive Chamber interns do?**

A. Each unit in the Executive Chamber uses its interns differently. Responsibilities range from clerical tasks to legal research and policy work. All interns will have the opportunity to attend events in the Executive Chamber and to meet with senior staff members in our weekly guest speaker series.

## **Q. What are you looking for in my writing sample?**

A. We request a writing sample to so we can evaluate your ability to write clearly and concisely. The strongest applicants use the writing sample to emphasize their interest in a specific Executive Chamber office, to propose a policy idea, opine on an issue in New York State government, or to show their familiarity with the work of the Paterson Administration. Please do not exceed the recommended length. We value brevity.

## **Q. Can I my letters of recommendation come under separate cover, directly from the writer?**

A. Yes, however we prefer you include letters of recommendation in sealed envelopes with your complete application.

## **Q. Who should write my letters of recommendation?**

A. Most applicants send letters from college professors and former employers. A recommender should know you well in a professional or academic context and be prepared to tell us why you would excel as an intern.

## **Q. What should I expect in the interview?**

A. We typically conduct 20-minute phone interviews with finalists. Expect to discuss your academic background and your future plans. The most successful candidates are well-versed in current events in New York State government, familiar with the Governor's accomplishments and priorities, and prepared to discuss their reasons for seeking an internship in the Executive Chamber.

## **Q. What if I have other questions?**

A. If you have questions about components of the application (your cover letter, writing sample, or letters of recommendation), please consult your college's career center for guidance. If you have questions about the internship program, please email us at [internships@chamber.state.ny.us](mailto:internships@chamber.state.ny.us). Good luck!

