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ASSEMBLYMEMBER IAN CALDERON

57TH ASSEMBLY DISTRICT

13181 CROSSROADS PARKWAY NORTH STE 160
CITY OF INDUSTRY CA 91746-3497

PROGRAM DESCRIPTIONS

PUBLIC RELATIONS:

Duties include writing newsletter articles, public service brochures and mail to inform constituents about issues that affect them.

COMMUNITY OUTREACH:

Community outreach projects include special event preparation and staffing. Interns will be allowed to attend community meetings with staff.

RESEARCH:

Duties require the intern to perform extensive research on ideas for future legislation and further research on current legislation and to write reports based on findings.

CONSTITUENT SERVICE:

Interns will help constituents with problems by contacting government agencies. This will require extensive writing skills.

ADMINISTRATIVE STAFF:

The District Office has several administrative systems, which require maintenance and organization. An administrative intern would assist with data entry and other information system management.

57TH ASSEMBLY DISTRICT

INTERNSHIP PROGRAM APPLICATION

NAME

ADDRESS

CITY / STATE / ZIP

HOME PHONE NUMBER

E-MAIL

HIGH SCHOOL

COLLEGE (IF APPLICABLE)

EARLIEST START DATE ___ / ___ / ___

EXPECTED END DATE ___ / ___ / ___

EXPECTED HOURS AND DAYS PER WEEK

M ___ T ___ W ___ TH ___ F ___

(Example: M 9-5)

VOLUNTEER/EMPLOYMENT EXPERIENCE (No experience is necessary. Example: Red Cross Volunteer Coordinator 10/5 – 12/5, 2003)

ORGANIZATION	DUTIES	DATES TO/FROM

SPECIAL SKILLS

DATABASE WORD PROCESSING SPREADSHEET RESEARCH SKILLS WRITING SKILLS OTHER

INTERESTS/HOBBIES

GOALS

WRITING SAMPLE Applicants must submit a writing sample, 500 words or less. Please return the completed application along with your writing sample to: Assemblymember Ian Calderon, Internship Program, 13181 Crossroads Parkway North, Suite 160, City of Industry, CA 91746