California State Senate
Internships
The Time To Build Up Your Resume Is NOW!

This is an exciting opportunity to glimpse the inner workings of a legislative office and get your feet wet with government-oriented work experience. Internships with the California State Senate are a valuable opportunity to engage in public service and prepare for future careers.

Due to the combination of meaningful work experience and work place education, Senator Morrell’s intern program has been successful preparing students for their professional goals. Interns will have the opportunity to expand their professional network and hone skillsets employers place a premium on. Former interns have advanced their careers in both the public and private sectors using the skills and contacts developed through this program.

DUTIES: Depending on the candidates abilities, experience, and interests, internships can cover a wide variety of responsibilities, including but not limited to:

- preparing reports;
- researching specific issues and compiling information to respond to constituent inquiries;
- assisting with community outreach efforts;
- introductory communications work;
- media archiving;
- data input;
- and performing general office duties

QUALIFICATIONS: Prospective Interns must be on the path of obtaining a bachelor’s degree (in any major) and have a demonstrated interest in state government and public service. The intern must possess good written and verbal communication skills. Reliable transportation is required.

LOCATION: 23rd District Office located at 10350 Commerce Center Dr. Suite A-220, Rancho Cucamonga, CA 91730

HOURS AND COMPENSATION: The Internship is 12 weeks (3 Months). Internship hours are flexible, but a minimum of 10 hours a week is expected. The District Office is open Monday through Friday, 9 a.m. to 5 p.m. This is an unpaid position; however the experience and contacts made will be a valuable asset to any career.

If interested, please email Melissa Boyd at melissa.boyd@sen.ca.gov You can also fax the information to (909) 919-7739 or send the information to:

Senator Mike Morrell
C/O Melissa Boyd
10350 Commerce Center Dr. Suite A-220
Rancho Cucamonga, CA 91730

For more information, call (909) 919-7731 or visit http://district23.cssrc.us/
Office of Senator Mike Morrell
Internship Application

Please complete the following information

Name: ____________________________________________________________

Email Address: ______________________________________________________

Home Address: ______________________________________________________

Phone Number: ______________________________________________________

Family Contact and Phone Number: ______________________________________

School Address: ______________________________________________________

College/University: ____________________________________________________

Academic Major: ______________________________________________________

Current grade level: ____________________________________________________

Anticipated year of graduation: __________________________________________

GPA: _________________________________________________________________

Do you intend to receive academic credit for this internship? ______________________

Beginning and Ending date of internship: ________________________________

List Names, Addresses, and Phone Numbers of three Professional References:
1. ______________________________________________________________________
2. ______________________________________________________________________
3. ______________________________________________________________________

List organizations, clubs, teams, etc. that you have been involved with:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

List your computer skills:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please fax or email the completed form to:

Senator Mike Morrell
Attn: Melissa Boyd, Field Representative / Internship Coordinator
Fax: (909) 919-7739 / Email: melissa.boyd@sen.ca.gov