



**OFFICE OF THE PEOPLE
SENATOR RÉGINE BISCOE LEE**

I Mina'trentai Singko Na Liheslaturan Guåhan
35TH Guam Legislature

SUMMER LEGISLATIVE INTERNSHIP PROGRAM

June 14, 2019 – August 16, 2019

The Office of Senator Régine Biscoe Lee is proud to offer Guam students the opportunity to gain paid work experience while studying the island's legislative process up close. During the internship, which takes place in the summer, interns work alongside legislative staff to learn first-hand about public policy, build real-world professional skills, and serve the people of Guam.

Applications received by the deadline of **June 7, 2019 at 5:00 p.m.** will receive first consideration for interviews. Selected candidates will be interviewed after review of candidate applications and profiles by the internship coordinators. Hiring decisions are made and applicants are notified no later than five (5) working days after the date of the interview.

The Summer Legislative Internship is a paid, part-time (30 hours per week) commitment. If requested, the internship may be taken for undergraduate academic credit at a college or university. Credit amounts and other academic requirements are determined by the school.

Intern Duties

All interns will have the following responsibilities, in addition to assigned special projects:

- Conduct legislative research and summarize issues in short policy memos
- Attend committee hearings and legislative meetings
- Correspond with constituents, lobbyists, and government agencies via phone, email, and meetings
- Track legislation
- Draft letters, resolutions, talking points, press releases, and newsletters
- Assist with daily office tasks
- Participate in intern classes, workshops, and policy exercises
- Maintain professional, non-partisan conduct



Internship Qualifications

Eligibility Requirements:

- Attended and graduated from a high school in Guam OR currently attending a college or university in Guam
- Good academic standing
- Able to receive academic credit for the internship (if needed)

Preferred Skills:

- Excellent writing abilities (clear, professional, error-free writing)
- Analytical and research skills, especially in prioritizing and concisely summarizing complex information
- Strong interpersonal and customer service skills in working with both colleagues and the public
- Professional work ethic and independent time management skills
- Flexibility and positive attitude about working in a fast-paced environment
- Mature judgment and commitment to following all legislative ethics laws and policies
- Interest in learning about public policy and the legislative process (Prior political experience or political science background is not necessary)

Application Requirements

Complete applications should be submitted via e-mail to senatorbiscoelee@guamlegislature.org with subject labeled "RBL Summer Internship" and should consist of the following:

- Application form
- Cover letter explaining how you meet the internship qualifications
- Résumé
- Writing sample

For more information, please contact Mr. Christian F. Valencia, Committee Director, at 671-472-3455 or via email at cvalencia@guamelegislature.org.





Legislative Internship Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Position Applied for: **Summer Legislative Intern**

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES

NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____