



Wisconsin State Legislature

Assembly Democratic Internship Program

Wisconsin State Representative Fred Clark is looking to fill two legislative intern positions for the school year of fall 2009 through spring 2010. Applicants need to be available on Tuesdays and Thursdays and are required to work 8-12 hours per week during the fall semester. Representative Clark is serving his first term in the state legislature and devotes much of his time to issues such as Natural Resources, Tourism, Education, and the Home Foreclosure Crisis. Our office prides itself on giving a wide range of projects and opportunities to our interns. Some of these tasks will include:

Press – Includes tracking local media sources for references to state and local politics of interest and helping write news articles.

Constituency Work – Consists of answering questions sent in by individuals and helping to find resolutions to their problems through legislation or action.

Legislative Research – Researching current and future bills.

Writing – Helping write office letters, citations, speeches, press releases, etc.

I will ask that you please fill out the attached internship application questions and then email the completed application along with your resume and a short writing sample to jtopp@legis.wi.gov . Please also send me a few times that work for you for a brief interview.

I look forward to hearing from you.

Jessica M. Topp
Office of Representative Fred Clark
418 North, State Capitol
(608) 266-7746 Office
(888) 534-0042 Toll Free
jtopp@legis.wi.gov

Name:

Local Address:

Permanent Address:

Phone:

Email:

Schedule

1. How many hours per week would you be able to intern?
2. What days/times?
3. How long of a time frame would you be able to intern?

Projects (use back side if needed)

1. Do you identify yourself with a particular political party?
2. What are you most interested focusing on during your internship?
3. What issues areas are you most interested in working?
4. How much experience do you have with computers?
5. Have you had volunteer or intern experience in any governmental or political offices? If so, in what capacity?
6. Have you had any office work experience?
7. Are you willing to assist with constituent services in addition to research projects?
8. What is your year/major?