

## Welcome

The Bob Graham Center for Public Service and UF Government and Community Relations are pleased to sponsor public service internships for University of Florida students with Florida State Legislators in Tallahassee, U.S. Congressional offices in Washington, D.C., and with the UFGCR Tallahassee and Washington offices during the Spring 2024 semester.

Job duties include attending hearings, drafting reports and legislative updates, as well as supporting special projects, events, and essential front-line constituent relations. Successful candidates will be detail-oriented, self starters, and have a passion for civic engagement and the intersection of policy and politics.

This is an in-person internship and requires a time commitment of 40 hours per week.

All currently enrolled undergraduate academic majors are encouraged to apply. A minimum of a 3.0 GPA is required for this internship. Preference will be given to Junior and Senior standing students with at least one semester completed at UF.

The deadline to apply for this internship is **11:59 PM on Sunday, September 10, 2023**. Please complete this application in its entirety for consideration. A short writing sample is required and details can be found at the end of this application. [Visit our website to learn more details about each program.](#)

Interviews will be conducted in September on Zoom, and selected interns will be notified in late September or early October. Applicants must confirm their participation in early October. The specific date will be announced at the close of the application period.

Selected interns are provided housing in Tallahassee or Washington, D.C. and a cost of living scholarship to help support their experience.

Please direct any questions to Dr. Kevin Bird, Lecturer and Experiential Coordinator, Bob Graham Center for Public Service, at [kevin.bird@ufl.edu](mailto:kevin.bird@ufl.edu) or (352) 273-1077. Thank you.

## Biographical Info

First Name

Last Name

Address

City

State

Postal Code

UF Student ID #

UF Email

Phone Number

Current Year at UF

Major

Minor

UF GPA (a 3.0 GPA is required for this internship)

How did you hear about this opportunity?

- ☐ Bob Graham Center Website
- ☐ Social Media
- ☐ Bob Graham Center Newsletter
- ☐ Faculty Advisor

☐ From a friend

☐  Other, please explain.

Have you participated in any other Graham Center programs? Please select all that apply.

☐ Tallahassee Internship Program

☐ Washington Internship Program

☐ City of Gainesville Fellowship

☐ The Washington Center

☐ Askew Scholars

☐ Haskell Scholars

☐ Civic Scholars

☐ Bob Graham Center Student Org (Litigators, Fellows, FLC, FPR and PLS)

☐ Future of Florida Summit

☐  Other, please indicate below.

Are you interested in the Tallahassee Internship Program, the Washington Internship Program, or are you open to being considered for either program?

☐ Tallahassee Internship Program

☐ Washington Internship Program

☐ I am open to being considered for both

## Short Answer Questions

Please tell us why you are interested in public service and what you hope to learn during the experience. (1,500 character limit)



What specific skills and experiences do you have that make you a good candidate for this internship? Please include any prior campaign, political, or government experience, as well as relevant academic coursework (1,000 character limit).

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How will this internship contribute to your academic development and professional growth? (1,000 character limit)

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How do you define public service and why is it important? (1,500 character limit)



Who is your member of Congress?

Who is your state representative?

## **Resume & References**

Please upload a PDF of your current 1 page resume. The file name should read Last Name\_First Name\_Resume (e.g., Bird\_Kevin\_Resume).



Please upload a PDF of your writing sample. The file name should read Last Name \_First Name \_Writing Sample (e.g., Bird \_Kevin \_Writing Sample). You must also include your FIRST and LAST name in the header of each page of your writing sample.

The writing sample should be concise, demonstrate professional writing skill and be no more than three pages. Refrain from submitting extensive term papers; more targeted academic or other papers are okay. Examples of other useful writing samples include memos, blog posts, and news articles.

Please list **two** professional or academic references we may contact if you are selected to interview for this internship. The individual should be able to comment on what makes you a successful candidate and how this opportunity supports your academic or career pursuits.

Reference 1

First Name	<input type="text"/>
Last Name	<input type="text"/>
Phone Number	<input type="text"/>
Email Address	<input type="text"/>
Relationship to applicant (e.g., advisor, supervisor, etc.)	<input type="text"/>

Reference 2

First Name	<input type="text"/>
Last Name	<input type="text"/>
Phone Number	<input type="text"/>

Email Address

Relationship to applicant (e.g., advisor,  
supervisor, etc.)

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