

Dear Applicant:

I am pleased to learn of your interest in Senator McConnell's internship program. Participation in the program is open to any college student who is a resident of Kentucky. Our Washington, DC interns are paid approximately \$300 per week of service. However, housing is the responsibility of the intern.

During the summer, we typically have 2 separate internship sessions. Each session will last five to six weeks. Our deadline requires the application be postmarked by February 15.

We also offer semester-long internships. The spring internships begin mid-January and end mid-May. Our deadline requires the application be postmarked by October 15. The fall semester program runs from September until mid-December. Our deadline requires the application be postmarked by June 15.

Volunteer internships are only available in our Louisville, Lexington, London, Fort Wright, Bowling Green, and Paducah offices. We are especially interested in interns who can work for us part-time while receiving college credit. The application process for volunteer interns is the same as that for our DC office.

It is your responsibility to make sure your application file is completed by the deadline. Applicants who have not completed the file by the required date will not be considered.

A complete file in Senator McConnell's office will contain:

1. COMPLETED APPLICATION FORM
2. THREE, OR MORE, LETTERS OF RECOMMENDATION
3. RESPONSES TO SHORT ANSWER QUESTIONS
4. WRITING SAMPLE (preferably a short paper or article)

If you have any questions at all concerning Senator McConnell's internship program, please do not hesitate to call me at (202) 224-2541. I look forward to hearing from you soon.

Sincerely,



LEE SMITH
INTERN COORDINATOR

**OFFICE OF SENATOR MITCH McCONNELL
INTERNSHIP APPLICATION FORM**

**Senator Mitch McConnell
ATTN: Lee Smith
361-A Russell Building
Washington, D.C. 20510
(202) 224-2541**

(Please Print or Type)

NAME: _____

PARENT'S NAME: _____

SCHOOL ADDRESS: _____

HOME ADDRESS: _____

CELL PHONE: _____ HOME PHONE: _____

EMAIL ADDRESS: _____

SOCIAL SECURITY NO: _____ AGE: _____

NAME OF SCHOOL: _____ YEAR IN SCHOOL: _____

G.P.A .: _____ MAJOR: _____

HONORS AND ACTIVITIES: _____

PREVIOUS EMPLOYMENT (include location and dates): _____

WHAT DATES WOULD YOU BE AVAILABLE? _____

INDICATE INTEREST IN SPRING, SUMMER, OR FALL INTERNSHIP (circle one)

(check all that apply)

INTERESTED IN PAID INTERNSHIP IN WASHINGTON ()

INTERESTED IN VOLUNTEER INTERNSHIP IN (volunteer internships can be part-time):

BOWLING GREEN ()

LOUISVILLE ()

LEXINGTON ()

FORT WRIGHT ()

LONDON ()

PADUCAH ()

ALSO REQUIRED:

- 1. REFERENCES** (include occupation, address and phone number)

- 2. ON A SEPARATE SHEET, PLEASE ANSWER THE FOLLOWING QUESTIONS:**

- (1) Why do you want to be an intern for Senator Mitch McConnell?
- (2) What do you hope to accomplish during your internship?
- (3) How did you become interested in government and politics?

- 3. SHORT WRITING SAMPLE IN ADDITION TO THE QUESTIONS ABOVE**

- 4. THREE LETTERS OF RECOMMENDATIONS**

Housing Information

The following options are, unfortunately, only available for the Summer Internship season. They are safe and reasonably priced.

American University: Reservations accepted for the period from May 12 to August 13 approximately. A/C, laundry room, community kitchenette, optional linen service, food service, bus stop to metro.

Rockwood Building
Residential Life and Housing Services
American University
4000 Massachusetts Ave. NW
Washington, DC 20016-8083
(202) 885-3370
www.american.edu/other.depts/summer/services/housing.html

Catholic University: A/C or non-air conditioned rooms (if you're here during the summer, you really should try to get A/C). Food service and parking available. Close to metro stop. Usually very cheap.

Summer Programs
Cardinal Station
106 St. Bonaventure Hall
Washington, DC 20064
(202) 319-5277
<http://conferences.cua.edu>

Gallaudet University: Gallaudet, located in Northeast DC, offers intern housing for Gallaudet students from May 15 to August. Rates per person range from \$300/week for a single to \$165/week for a double. There is no pro-rating for shorter stays. A two-week minimum stay is required.

<http://www.gallaudet.edu/index.html>Gallaudet University
800 Florida Ave. NE
Washington, DC 20002
(202) 651-5375
<http://clast.gallaudet.edu/summer/general/housing.html>

Georgetown University: Housing available approximately May 30 to August 15. Laundry, food service, campus bus service, tennis courts, pool, etc. (There may be an extra charge for sports facilities) Bus to metro.

103 Harbin Hall
Georgetown University
Washington, DC 20057
(202) 687-4560

www.georgetown.edu/housing/summer

Georgetown Law School: Housing available June through August.

Office of Residence Life
Georgetown University Law Center
600 New Jersey Ave. NW
Washington, DC 20001
(202) 662-9290
www.law.georgetown.edu/reslife

George Washington University: Housing available summer only, four week minimum stay requirement. Close to metro.

Summer Housing Services
Columbia Plaza, Baron Suite B100
500 23rd Street, NW
Washington, DC 20052
(202) 496-6305
www.gwu.edu
<http://gwired.gwu.edu/summer>

Howard University: Howard, located in upper NW DC, in the Shaw neighborhood, offers accommodations from June 1 to July 31, 2004, at a rate of \$30/night. Requests for housing must be submitted in writing.

James Coleman
2401 Fourth Street NW
Washington, DC 20059
202-806-5661

Mount Vernon College: Housing available June through August. A/C, kitchen, tennis courts, pool, and rush hour van service to metro.

2011 Foxhall Road NW
Washington, DC 20007
(202) 625-0400

The following options are available year-round.

The Heritage Foundation
Suzi Marchena
Associate Director, Personnel
Resident Manager - Johnson Building
The Heritage Foundation

suzi.marchena@heritage.org
Ph. (202) 608-6262
Fax (202) 543-4203
Cell (202)439-0365
www.heritage.org

Thompson Markward Hall: This is a *women only* dorm-like housing complex. The rate is reasonable, and your best bet if you can get a room. They are usually booked pretty far in advance, but there's no harm in trying and you can place your name on the waiting list without a fee.* Both single and double rooms available, laundry, television lounge, living room, library, sundeck and 24-hour security. Breakfast and dinner included with rate. This is extremely convenient because it is immediately across the street from the Hart Building, 3 blocks to the metro, safe, and a great way to meet people. \$650/mo. (phone not included) with a minimum 2 week stay.

235 Second Street NE
Washington, DC 20002
(202) 546-3255

Washington Center: Housing available year round. 24-hour security, recreational facilities, convenience store, pizza place, dry cleaners nearby, close to metro. Only 2 bedroom rooms available, and for interns they rent by the bed. It is a fixed rate \$225/week or \$900/month and they rent by the semester (approximately 4 months).

514 Tenth Street NW
Washington DC 20004
(202) 336-7600

West Park Apartments: Efficiency, one and two bedroom apartments available. Near Dupont Circle Metro. All furnished apartments are limited to a 12-month lease option only. Efficiencies start at approximately \$950/month.

2130 P Street NW
Washington, DC 20037

Yes, these may seem expensive compared to Idaho. That is to be expected in this area. Therefore, if possible, it is always better to find a roommate—your cost of living decreases by hundreds of dollars per month. Though this may seem to be a Herculean task from Idaho, the computer can be your best friend in your search.

On-Hill circulation and postings (most of these people are just like you and looking for roommates; all are fairly reliable sources for decent roommates):

Roommates Preferred: This is a referral service that will place you with others calling the line for a roommate, though there is a fee for joining. (202) 547-4666

www.hillzoo.com

www.hillnews.com

www.rollcall.com

Also check:

www.gwhatchet.com (The George Washington University Student Newspaper)

www.washingtonpost.com

www.washingtontimes.com

www.internsdc.org (Washington Intern Student Housing)

www.interns.org (Washington Intern Foundation)

www.washingtoncitypaper.com

www.craigslist.org

www.apartments.com

www.springstreet.com

www.apartmentsolutions.com

www.equitycorporatehousing.com

You can also check all your normal search engine classifieds: Yahoo, Google, Excite, Lycos, et cetera. Even from Washington, DC, these will be your best sources for roommates and housing. *I cannot emphasize enough how beneficial it can be to look into the above websites.* Also, at the beginning of each month, the Washington Post publishes a free "Apartment Showcase" book of places available in DC and the surrounding areas. Check at the Washington Post online to see how you can obtain a copy (see above web addresses).

Now, some tips for apartment-hunting. If you, or you and a roommate, are looking for a place to live, there are a few things you should keep in mind. If you find cheap housing (for example, an apartment under \$500/month) it is probably inexpensive for a reason. It could be a bad place, an unsafe area, or 5 miles from a metro or bus stop. Make sure to check *everything* out. Talk to landlords or other tenants if you have the opportunity. Talk to people who know the area (you may ask people here in the office if need be).

The District of Columbia is divided into quadrants originating from the Capitol building—NW, SW, SE, NE. Within the District, the general consensus is that anything within 5 blocks of the Capitol is safe. Most people warn against looking in Southeast past 8th Street or in Anacostia, Northeast past 10th Street, past G Street Northwest (also be warned—upper NW tends to be slightly more expensive than the rest of the District). There are always exceptions to the rules, but it's always better to know what you're

getting into. If you expand your search to the outlying suburbs and/or nearby cities, there are other factors you must take into consideration. While rent may be noticeably less expensive, your commute will be noticeably longer, and you will need to plan accordingly. Be aware of your transportation routes and how much access you will have. If you don't bring a car (most interns do not), be aware of where the closest metro station is and if you need a bus to get there. Once again, if you have questions or concerns, your intern coordinator will be happy to address them.

Another connection to utilize in the state: if you are doing this internship for college credit, always check with your college counselor or local intern coordinator. Some schools will at least partially subsidize your housing. Some schools will also go as far as helping you find a place or even arranging the living situation. Also, if you know anyone from your college (or any of your friends for that matter) who are doing or have previously completed an internship in Washington, DC, ask how they managed. Learn from their mistakes and heed their advice.

One possibility that involves some risk but may get you a more suitable living arrangement is to arrange for temporary (2-3 weeks) housing via one of the above resources and then utilize that time to find an apartment that suits all of your needs. This way you will be able to look over the places you are considering and make a more educated guess. Again, there is some risk involved in this in that your temporary stay contract may run out before you have found a place for the summer. There are always apartments open in DC but you may or may not have trouble finding them on such short notice.

Because Idaho is so far away from Washington, DC, it does seem difficult to find a place to live. Just be sure to start early, utilize *all* your connections, and call around.

Public Transportation: Metrorail (subway) and Metrobus provide the most efficient way of getting around Washington. Five rail lines and an extensive bus system connect Washington, DC, with the Maryland and Virginia suburbs. Metro lines are named for colors: red, yellow, blue, green, and orange. Metro train stations open at 5:30 a.m. Monday through Friday, and at 7 a.m. on Saturday and Sunday. They close at midnight, Sunday through Thursday, and at 3a.m. on Friday and Saturday nights. The base fare is \$1.30, with higher fares based on length of trip or time of day. For more precise information about schedules and for a metro map see their website www.metroopendoors.com