



**STATE OF NEW YORK
OFFICE OF GOVERNOR ANDREW M. CUOMO**

2011 Internship Application



STATE OF NEW YORK

ANDREW M. CUOMO
GOVERNOR

INTRODUCTION

Governor Cuomo's Executive Chamber Internship Program offers an outstanding opportunity for motivated college juniors and seniors, recent college graduates and graduate students to gain real government experience working closely with the Governor's staff.

Interns may be placed in various departments within the New York State Executive Chamber in either the New York City, Albany or Washington, DC office.

Intern responsibilities will range from administrative work to substantive research. All interns should be ready to work hard, learn quickly, and cooperate with a diverse team serving the people of New York State.

ELIGIBILITY

To be considered for an Executive Chamber Internship, students must be:

- a US Citizen or foreign national eligible to work in the United States;
- 18 years of age or older;
- a New York State resident or attending a New York State college, university, or law school;
- available to work at least 20 hours per week;
- currently enrolled as a junior or senior undergraduate, graduate/law student or a recent graduate; and must
- hold a 3.0 GPA or higher.

APPLICATION PROCESS

In addition to the attached application, students must submit the following documents to the Internship Director by the application deadline:

- cover letter explaining why he or she is seeking an Executive Chamber internship;
- resumé;
- unofficial transcript(s) from *every* college/university you have attended;
- a writing sample of up to 1000 words; and
- two letters of recommendation from professional sources

INTERNSHIP DATES & APPLICATION DEADLINES

The deadlines for 2011 internship applications are as follows:

	Application Deadline	Internship Dates
Summer 2011	March 18, 2011	May 23 – August 12
Fall 2011	May 20, 2011	August 29 – Dec. 16

SELECTION PROCESS

Upon submission of a completed application, the strongest applicants will be selected for an interview with a member of the Governor's staff. After the preliminary interview, the applicant may be selected for a second round of interviews with a particular office that would best utilize her or his talents and interests. Applicants will be notified of their selection on a rolling basis. In the case of the fall semester, students will be notified before school begins.

COMPENSATION

Executive Chamber internships are unpaid. Some colleges and universities provide additional stipends, tuition waivers, or temporary loans to help cover internship expenses. Please inquire with your respective institution about their policy regarding internship compensation as well as college credit.

QUESTIONS

Questions regarding the internship program should be directed to internships@exec.ny.gov. Please review the FAQ at the end of this application before submitting additional questions.



STATE OF NEW YORK

ANDREW M. CUOMO
GOVERNOR

EXECUTIVE CHAMBER INTERNSHIP APPLICATION

Please print or type the following information:

Where would you like to intern? Albany NYC Washington DC
Applying for: Spring Summer Fall
What days and hours will you be available? _____

Name: _____
Date of Birth: _____
Social Security No.: _____
Driver's License No.: _____
Phone Number(s): _____
Mailing Address: _____

Permanent Address: _____
(if different from above)

Email: _____
College or University: _____
Degree Program: _____
Major(s) & Minor(s): _____
Graduation Date: _____
Grade Point Average: _____
(or comparable standing)

Honors/Awards _____

Have you ever been convicted of a crime other than a minor traffic violation? Yes No
If yes, please explain on a separate sheet.

Are you seeking an unpaid position for which you may be able to receive credit from your school?
 Yes No

Is financial assistance provided by your school to cover internships? Yes No

Do you expect to receive any grants from any organization(s) for participating in a government internship?
 Yes No

Please attach a cover letter explaining why you are applying for an Executive Chamber internship. In addition, please send us your **resumé, unofficial transcript(s) from every college/university you have attended, a writing sample of up to 1000 words, and two letters of recommendation.**

All of the information provided is true to the best of my knowledge. I understand that all materials submitted with this application will not be returned and are for the confidential use of the Executive Chamber staff in connection with my acceptance and placement in an Executive Chamber Internship. I have answered all questions completely and accurately. I understand that any false or misleading statement or omission on this application may be the basis for dismissal from the Internship program. To ensure that other applicants receive full consideration, I will notify the Executive Chamber Internship Coordinator immediately if I withdraw my application for any reason.

Signature: _____ Date: _____

Printed Name: _____

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the State of New York to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

Applications for internships should be mailed to:

Peter Yacobellis
Executive Chamber Administration
633 Third Avenue, 38th Floor
New York, NY 10017

Whenever possible, please submit your entire application in one submission.
Please email questions to internships@exec.ny.gov.

FOR OFFICE USE ONLY

CL: ___ RM: ___ WS: ___ TS: ___ L1: ___ L2: ___

COMPLETE: ___

DATE: _____

FREQUENTLY ASKED QUESTIONS

Q. Can I receive academic credit for my internship?

A. Some colleges offer credit for internships while others do not. Check with your college or university registrar.

Q. What do Executive Chamber interns do?

A. Responsibilities range from clerical tasks to legal research and policy work. All interns will have the opportunity to attend events in the Executive Chamber and to meet with senior staff members in our guest speaker series.

Q. What are you looking for in my writing sample?

A. We request a writing sample so we can evaluate your ability to write clearly and concisely. The strongest applicants use the writing sample to emphasize their interest in a specific Executive Chamber office, to propose a policy idea, opine on an issue in New York State government, or to show their familiarity with the work of the Cuomo Administration. Please do not exceed the recommended length.

Q. Can my letters of recommendation come under separate cover, directly from the writer?

A. Yes, however we prefer if you include letters of recommendation in sealed envelopes with your complete application.

Q. Who should write my letters of recommendation?

A. Most applicants send letters from college professors and former employers. A recommender should know you well in a professional or academic context and be prepared to tell us why you would excel as an intern.

Q. What should I expect in the interview?

A. We typically conduct 20-minute in-person or phone interviews with finalists. Expect to discuss your academic background and your future plans. The most successful candidates are well-versed in current events in New York State government, familiar with the Governor's accomplishments and priorities, and prepared to discuss their reasons for seeking an internship in the Executive Chamber.

Q. What if I have other questions?

A. If you have questions about components of the application (your cover letter, writing sample, or letters of recommendation), please consult your college's career center for guidance. If you have questions about the internship program, please email us at internships@exec.ny.gov.

