

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. If you receive academic credit for your internship, you are ineligible for paid positions.

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@chamber.state.ny.us.

