

Jane Doe
1111 N Chicago Ave
Chicago, IL 60606
jane.doe@gmail.com

Office of Senator Richard Durbin
1 N. State Street,
Washington, DC 60647
(712)-435-4535

As a second year student at Georgetown University majoring in Government and a long-time advocate for community activism in Chicago, I am writing to apply for a spring internship at the office of U.S. Senator Richard Durbin. I believe that I am both academically and mentally prepared to contribute in the office's government and legislative affairs. While I am pleased with the academic knowledge I am gaining at Georgetown, an internship with Senator Durbin will allow me the opportunity to gain more hands on experience in an area that I am passionate about. Not only will this internship give me exposure and prepare me to fulfill my goal of becoming a U.S. Senator but it will also help me gain invaluable work skills in the political arena.

In addition to my education, I have been able to attain prior experience in politics, legislation, and community activism. All which have given me a solid foundation of organization and communication skills. Some of my previous experiences include:

- Participating with Ceasefire and St. Sabina to end the violence on the streets of Chicago
- Speaking to state legislators about Chicago's schools budget cuts and advocating for the passage of the Dream Act
- Being an active member of Georgetown University's Black Student Alliance club to stand in unison with students of color to deal with racial injustices at higher institutions of learning
- Reviewing, revising, and filing budgets and contracts for 15 housing developments under the authority
- Providing over 50 people with assistance about housing, education, and employment opportunities
- Contacting over 20 residents daily to resolve their concerns within their housing developments in region 2

I would like to thank you in advance for taking the time to review my application. If you have any questions regarding my application or qualifications, please feel free to contact me via email at jane.doe@georgetown.edu or via telephone at (312) 312-3123.

Thanks,
Jane Doe