



Clare Boothe Luce
POLICY INSTITUTE

112 Elden Street, Suite P, Herndon, Virginia 20170

Internship Application Form

Please complete this application form and return it along with a cover letter explaining why you would like to be an intern at the Clare Boothe Luce Policy Institute, a resume, and two brief writing samples (2-3 pages each).

Applying For: Fall: _____ Spring: _____ Summer: _____

Personal:

Full Name: _____

Name you prefer to go by: _____

Current Address: _____

Phone: _____

Email Address: _____

Permanent Address: _____
(If different) _____

Phone: _____ Birth Date: _____

Who are two people you admire in the conservative movement and why?

What public policy issue is most important to you and why?

Education:

College Name and Location: _____

Dates of Attendance: _____

Expected Date of Graduation: _____

Major: _____ GPA: _____

Extracurricular Activities:

Offices, Honors, Awards:

Work and/or Volunteer Experience:

Begin with the most recent position held. Include name of firm or organization, dates of employment, job titles and duties.

List any leadership positions you have held including positions in the conservative movement, campus or religious organizations, community service, etc.:

List any other personal examples of political and/or public policy involvement, e.g. campaigns, internships:

What is one of your greatest strengths?

What are your long-term career goals?

Please list computer programs that you have worked with:

Internship Experience:

What dates would you be available to intern at the Clare Boothe Luce Policy Institute?

In general, what do you think the activities of an intern should include?

Are you receiving academic credit for your internship? _____

Please list three references, who we will call. Provide their name, phone number and relationship to you. **Note: Letters of recommendation are not necessary.**

1. _____

2. _____

3. _____

How did you hear about the internship program? _____

Signature: _____ Date Submitted: _____

Please send your completed application package via regular mail, fax, or email to:

Clare Boothe Luce Policy Institute
Attn. Alyssa Cordova
112 Elden Street, Suite P
Herndon, Virginia 20170

Fax: (703) 318-8867

Email: acordova@cblpi.org

If you have any question or concerns, please contact Alyssa Cordova toll free at (888) 891-4288 or acordova@cblpi.org.