PROGRAM DESCRIPTIONS

PUBLIC AFFAIRS:
Duties include writing newsletter articles, public service brochures and mail to inform constituents about issues that affect them.

COMMUNITY OUTREACH:
Community outreach projects include special event preparation and staffing. Interns will be allowed to attend virtual community meetings with staff.

RESEARCH:
Duties require the intern to perform extensive research on legislation and write reports based on findings.

CONSTITUENT SERVICE:
Interns will help constituents with problems by contacting government agencies. This will require extensive writing skills.

ADMINISTRATIVE STAFF:
The district office has several administrative systems, which require maintenance and organization. An administrative intern would assist with data entry and other information system management.
# 56th Assembly District

## Internship Program Application

**Name**

**Address**

**City / State / Zip**

**Home Phone Number**

**E-mail**

**High School**

**College (If Applicable)**

<table>
<thead>
<tr>
<th>Earliest Start Date</th>
<th>/</th>
<th>/</th>
<th>Expected End Date</th>
<th>/</th>
<th>/</th>
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</thead>
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**Expected Hours and Days Per Week**

M ___ T ___ W ___ TH ___ F ___ (Example: M 9-5)

## Volunteer/Employment Experience

(No experience is necessary. Example: Red Cross Volunteer Coordinator 10/5-12/5, 2022)

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<tr>
<th>Organization</th>
<th>Duties</th>
<th>Dates To/From</th>
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</table>

## Special Skills

- [ ] Database
- [ ] Word Processing
- [ ] Spreadsheet
- [ ] Research Skills
- [ ] Writing Skills
- [ ] Other

## Interests/Hobbies

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## Goals

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## Writing Sample

Applicants must submit a writing sample, 500 words or less. Please return the completed application along with your writing sample to:

**Assemblymember Lisa Calderon**

56th Assembly District, Internship Program

13181 Crossroads Parkway North, Suite 160

City of Industry, CA 91746-3497