



Assemblymember Diane Dixon

California State Assembly
Student Intern Application

Office Location: 4100 MacArthur Blvd. Ste. 340, Newport Beach, CA

College and High School students interested in public service and state government are encouraged to apply as an intern for Assemblymember Dixon. Working in her district office will provide a unique perspective on how her office helps constituents resolve issues they have with entities within the California State Government. In addition they will learn how she represents constituents, local governments, businesses and special interests from the 72nd Assembly District in Sacramento.

This is an unpaid internship under the office of the California State Assembly. You may receive school credit for this position.

Under the direction of the District Director, the Student Intern will have responsibilities including but not limited to:

- Respond to constituent comments
- Attend community events with District Staff
- Assign casework requests
- Support with content for district-wide newsletters & communications
- Create Certificates of Recognition
- Monitor local news
- Assist with Town Hall and community event organization
- Join the Assemblymember on meetings or tours that occur
- Help generate social media content

INTERN APPLICATION FOR ASSEMBLYMEMBER DIXON

Name _____

Current Address _____

Permanent Address (if different) _____

Email Address _____

Phone Number _____

Days and hours available _____

College/High School currently enrolled in _____

Estimated Graduation Date (Month & Year) _____

GPA _____

Major (if applicable) _____

Minor / Concentration (if applicable) _____

References

Please list two professional or educational references:

Reference #1

Name: _____

Organization & Job Title: _____

Email: _____

Reference #2

Name: _____

Organization & Job Title: _____

Email: _____

Please attach your resume.

Please submit a Writing Sample.

Submit a paper from one of your classes. We want to see your writing style so your submission should be longer than one page!

Please answer the following questions:

1. Please list all organizations with which you are affiliated, along with all academic honors, or activities:

2. Are you legally authorized by the U.S. to be in the U.S. during your internship?
(Yes or No) _____

NOTE:

**** Must be at least 18 years old.**

**Must have reliable transportation to attend in-person meetings and events.

**This position is 100% in-person in her District Office or at events within the 72th Assembly District.

**This position is unpaid.

**This position is eligible for school credit.

This position may occasionally involve weekend or evening work.

We will happily work with your school schedule as long as it is communicated in advance.

DESIRABLE SKILLS AND KNOWLEDGE:

Strong oral and written communication skills are essential in addition to proficiency with Microsoft Office (including Word, Excel, Powerpoint and other computer applications) and PC's.

Contact: Please submit a cover letter and resume to Cooper Strull at Cooper.Strull@asm.ca.gov. Applications will be accepted until the position is filled. With any questions, call (949) 798-7221.