



Asian Pacific Islander Capitol Association Summer 2017 Internship Application Guidelines

Mission Statement

To provide college students who are dedicated to public service a substantive and meaningful employment and educational experience working in the California State Legislature.

About the Internship

- Full-time, 10-week internship serving in a legislative office in either the California State Assembly or State Senate.
- Starts on Monday, June 21 and ends on Friday, August 18.
- Interns receive a scholarship of \$1,500 for the ten-week period; these funds will be provided in two installments contingent on the successful completion of academic components of the program.
- Orientation sessions; dedicated mentorship; and access to APICA network.

Qualifications

Applicants must:

- Be a current college student (any grade).
- Be available to work full-time for the duration of the 10-week internship program.

Application Materials

1. Personal Statement.
 - The personal statement may not exceed 3 pages.

- The format must be 1-inch margins, 12-point font, and double-spaced.
 - We are interested in learning about you, your aspirations, and your interest in becoming an APICA summer intern. Please use the 2 pages to convey your perspective, personality, and writing ability. Share an experience that first sparked your interest in public policy. How does this internship fit within your interests in public service? What specific skills do you wish to gain or refine? Is there a specific policy area that interests you?
 - Please proofread your statement, as grammatical or typographical errors may weaken your application.
2. Resume.
 3. Two listed references.
 - Only one reference may be a Member of the Legislature or an employee of the California State Legislature.
 4. Official or unofficial transcript(s) from each college and university attended.
 5. Submit application materials to **APICA.Internship@gmail.com**

Selection Process

- Application deadline: Friday, 5 May 2017
- Acceptance notification: Monday, 15 May 2017
- Internship start date: Monday, 21 June 2017
- Internship end date: Friday, 18 August 2017
- Optional end date, if desired (no additional stipend): Friday, 15 September 2017 (end of the Legislative year) subject to agreement with host office

About APICA

The Asian Pacific Islander Capitol Association (APICA) is a non-partisan, non-profit organization comprised of legislative staffers, lobbyists and advocates, as well as other Asian Pacific Islander (API) professionals in the Capitol community. Through leadership training programs, informative sessions with API leaders, community engagement opportunities, and social and networking events, APICA serves as a support network that promotes API staff recruitment and development, and connects its members to the local community. You can find more information about APICA at www.apicasac.org.