



**STATE OF NEW YORK  
OFFICE OF GOVERNOR ELIOT SPITZER**

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**2007-2008 INTERNSHIP APPLICATION**

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## STATE OF NEW YORK

ELIOT SPITZER  
GOVERNOR

### INTRODUCTION

Governor Spitzer's Executive Chamber Internship Program offers an outstanding opportunity for motivated college juniors, seniors, new (or recent) graduates and graduate students to gain real world government experience working closely with the Governor's staff.

Interns work from 10 to 13 weeks, and may be placed in the Appointments Office, Counsel's Office, Executive Chamber Operations, Intergovernmental Affairs, Legislative Affairs, Lieutenant Governor's Office\*, Press Office\*, Scheduling Office\*, Office of the Secretary to the Governor\*, State Operations, Special Projects\*, as well as offices focusing on economic development, education, energy, the environment, health, and homeland security. The number of interns hired and the offices to which interns are assigned varies based on staff needs.

Intern responsibilities will range from administrative work to substantive research. All interns should be ready to work hard, learn quickly, and cooperate with a diverse team serving the people of New York State.

### ELIGIBILITY

To be considered for an Executive Chamber Internship, students must be:

- a US Citizen or foreign national eligible to work in the United States;
- 18 years of age or older;
- a New York State resident or attending a New York State college, university, or law school;
- available to work at least 20 hours per week;
- currently enrolled as a junior or senior undergraduate, or graduate/law student; and
- hold a 2.8 GPA or higher.

### APPLICATION PROCESS

In addition to the attached application, students must submit the following documents to the Internship Director by the application deadline:

- cover letter explaining why you are seeking an Executive Chamber internship;

- resumé;
- unofficial transcript(s) from every college/university you have attended;
- a writing sample of 1000 words or less; and
- two letters of recommendation.

\* Positions available in NYC and Albany.

## INTERNSHIP DATES & APPLICATION DEADLINES

The deadlines for 2007-2008 internship applications are as follows:

	<b>Internship Dates</b>	<b>Application Deadline</b>
<b>Summer 2007</b>	May 21 – August 17	May 4, 2007*
<b>Fall 2007</b>	Sept. 14 – December 14	July 1, 2007
<b>Spring 2008</b>	January 22 – May 9	November 1, 2007
<b>Summer 2008</b>	May 19 – August 15	March 1, 2008

\* Late or incomplete applications will be considered on a case-by-case basis.

## SELECTION PROCESS

Upon submission of a completed application, the strongest applicants will be selected for an interview with a member of the Governor's staff. After the preliminary interview, the applicant may be selected for a second round of interviews with one or more offices that will best utilize her/his talents or interests. Applicants will be notified of their selection on a rolling basis. In the case of the fall semester, students will be notified before school begins.

## COMPENSATION

Executive Chamber interns are paid a \$2000 stipend for the term they serve. Some colleges and universities provide additional stipends, tuition waivers, or temporary loans to help cover internship expenses.

There are a limited number of grants available by application to students who demonstrate financial need. To apply for these grants, please submit a letter from a college official confirming that your institution is unable to provide adequate financial assistance toward the cost of your internship. Please also include a copy of your most recent FAFSA, available from your college's financial aid office, or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## HOUSING

Unfortunately, the Governor's Office cannot provide housing for our interns. Web sites with apartment and sublet listings and local universities' housing offices may be helpful. Interns seeking housing may also wish to contact each other through the Executive Chamber Interns Housing Listserv at <http://groups.yahoo.com/group/nychamberinterns>.

## QUESTIONS

Questions regarding the internship program should be directed to [internships@chamber.state.ny.us](mailto:internships@chamber.state.ny.us).



Please attach a cover letter explaining why you are applying for an Executive Chamber internship. In addition, please send us your **resumé, unofficial transcript(s) from every college/university you have attended, a writing sample of 1000 words or less, and two letters of recommendation.**

*All of the information provided is true to the best of my knowledge. I understand that all materials submitted with this application will not be returned and are for the confidential use of the Executive Chamber staff in connection with my acceptance and placement in an Executive Chamber Internship. I have answered all questions completely and accurately. I understand that any false or misleading statement or omission on this application may be the basis for dismissal from the Internship program. To ensure that other applicants receive full consideration, I will notify the Executive Chamber Internship Coordinator immediately if I withdraw my application for any reason.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER:**

It is the policy of the State of New York to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

Please email your completed application to [internships@chamber.state.ny.us](mailto:internships@chamber.state.ny.us) or fax it to (518) 473-7619. Please order official transcripts mailed to:

John Byrne  
Internship Director  
The Executive Chamber  
The Capitol  
Albany, NY 12224

Please email questions to [internships@chamber.state.ny.us](mailto:internships@chamber.state.ny.us).

FOR OFFICE USE ONLY

CL: \_\_\_ RM: \_\_\_ WS: \_\_\_ TS: \_\_\_ L1: \_\_\_ L2: \_\_\_

COMPLETE: \_\_\_

DATE: \_\_\_\_\_