

OFFICE OF U.S. SENATOR LISA MURKOWSKI 2025 HIGH SCHOOL INTERN APPLICATION

U. S. Senator Lisa Murkowski
522 Hart Senate Office Building
Washington, D.C. 20510-0203
(202) 224-6665

OVERVIEW

U. S. Senator Murkowski's high school intern program is an opportunity for newly-graduated Alaskan high school students to intern in our Washington, D.C. office to learn more about the workings of our government and the federal policies that affect Alaska. We select a total of ten (10) students from throughout the state to participate in one of two sessions, lasting approximately 3-4 weeks.

Two college level Intern Coordinators supervise the program and coordinate various planned events in and out of the office. Interns will live in a shared dormitory setting and are encouraged to explore Washington D.C. on their own time. We expect a significant level of maturity and professional responsibility from all of our interns. **Please be aware that we have a zero-tolerance policy for alcohol and drug use.**

WHO MAY APPLY

The intern program is open to Alaskan high school students who have just graduated their senior year.

QUALIFICATIONS

We are looking for independent and mature applicants who will take the initiative to make the most of their opportunity in Washington, D.C.

WHEN

The first session runs from **June 2-27, 2025**, and the second session runs from **July 7 – August 01, 2025**. You should designate which session you would prefer to attend on the application. You may participate in one session only and NO additional internships while in Washington, DC.

ACTIVITIES

Office hours are from 9:00 a.m. to 6:00 p.m. Professional business attire is required for all interns though non-session days are business casual.

Office responsibilities include assisting the staff with daily assignments, attending hearings and committee business meetings, and accompanying Senator Murkowski and her staff during their daily routine.

Interns will have the opportunity to attend committee hearings, educational tours and local events. Past events have included visits to the White House, The National Zoo, Smithsonian Museums, monuments and many more.

EXPENSES

The interns will be housed in quad rooms with kitchenettes in The Congressional, a property of Washington Student Intern Housing (WISH). The Intern Director will make room selections and assign roommates among the ten interns for each session. Interns are required to stay in group housing and are responsible for providing their own bedding, including towels, sheets, pillows, and comforters. However, most furniture and dishes including pots, pans, plates, and utensils are provided.

Interns are responsible for the cost of housing. Housing will cost \$1,670 for session one (quad occupancy). Housing will cost \$2,230 for session two (quad occupancy) per intern for the session, payable by the interns **before** their arrival. While the housing is costly, the location of WISH and the kitchenettes lowers the daily expenses for the interns considerably.

Interns will be required to pay for transportation to and from Washington D.C.

Travel plans will be coordinated with Senator Murkowski's office.

A Metro DC subway card will be provided by the office to use for the duration of the internship. However, WISH housing is two blocks away from the Hart Senate Office so interns will walk to work. Transportation including but not limited to: Amtrak, Uber, Lyft, bike rentals, bus tickets, etc. will be the responsibility of the intern. Interns can plan on spending approximately \$25/day on food. However, interns can significantly lower the cost of food by purchasing groceries and using the kitchenettes in their rooms.

SALARY

High School Interns will be paid a stipend of \$4,500 per session. Payments are received in two-week installments on the 5th and the 20th of the month, following the interns' first day in the office. This stipend is subject to applicable taxes.

The stipend is paid out of the office budget and will help defray costs incurred from housing and air travel. However, interns must come financially prepared for their daily expenses.

It is important that interns budget ahead of time how much money they will have available for extracurricular activities and not rely on their paychecks.

ELIGIBILITY

All interns are considered employees of the U.S. Senate and will be issued appropriate identification. In order to be eligible for employment by the U.S. Senate you must:

1. be a United States citizen; or
2. be lawfully admitted for permanent residence and seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B).

Original government issued identification will be required upon hiring, such as U.S. Passport, Social Security Card, or Driver's License. No copies will be accepted per law. If you are not a U.S. citizen please contact Senator Murkowski's Washington D.C. office to verify your eligibility.

HOW TO APPLY

The attached application must be received by 11:59p.m. (AKST) on Monday, **March 24, 2025**. Online applications are preferred due to the extensive mailing process in the U.S. Senate. **Any applications submitted past the deadline will not be considered.**

**U.S. Senator Lisa Murkowski
Attn: Intern Director
522 Hart Senate Office Building
Washington, D.C. 20510-0203
Angelina_Burney@murkowski.senate.gov**

Applicants will be notified of selection in mid-April. Additional applications or information can be obtained from www.murkowski.senate.gov, or by calling Senator Murkowski's Washington, D.C. office at (202) 224-6665 (Attn: Intern Director, Angelina Burney).

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The first session is from **June 2 to June 27, 2025** and the second session is **July 7 to August 01, 2025**.

Session applying for (select only one): 1st Session 2nd Session Either

Personal Information

Name (last, first, middle) _____

Social Security Number _____

Date of Birth _____

Place of Birth _____

Years lived in Alaska _____

Street Address _____

Gender: _____

City _____

State _____

Zip Code _____

Mailing Address (If different) _____

City _____

State _____

Zip Code _____

Home phone () _____

Cell phone () _____

Email _____

Mother's Name _____

Work/cell phone () _____

Father's Name _____

Work/cell phone () _____

Emergency Contact (if different): _____

Education

High School _____

Graduation date: _____

Extracurricular Activities

Honors or Awards

Special Skills

Post High School Plans

Employment History

Please begin with most recent employer

1. Employer

Dates of employment

Title/Duties

2. Employer

Dates of employment

Title/Duties

Recommendations

Please include TWO letters of recommendation. This can be submitted *with* the application, or emailed separately.

References

1. Reference

Work phone ()

Home phone ()

Email

Relationship

2. Reference

Work phone ()

Home phone ()

Email

Relationship

Essay Questions

On an additional sheet of paper, please answer the following two essay questions. Each response should be limited to no more than 300 words.

Why do you want to be an intern in the Office of Senator Lisa Murkowski?

In responding to this question, please ask yourself the following questions: What do I hope to gain from this experience? What are my expectations for this internship? What do I think I can contribute to the Senator's office?

If you could address one problem or create an opportunity for our state what would that be and how would you suggest to do it?

The information given above is complete and accurate to the best of my knowledge:

Applicant's signature

Date

Consent:

For parents/guardians of intern applicants:

I have read the attached information and I grant permission for _____

_____ to participate in the program if accepted.

Parent or Guardian's signature

Date

Applications must be received by 11:59p.m. (AKST) on March 24, 2025.
Online applications are preferred.

Send completed applications to:

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Attn: Intern Director
522 Hart Senate Office Building
Washington, D.C. 20510-0203
Angelina_Burney@murkowski.senate.gov

*Please Note: Mail security screenings have significantly slowed our mail delivery. **Applications received late will not be considered.***