



Senator Connie M. Leyva

**REPRESENTING
DISTRICT 20**



California State Senator Connie M. Leyva District Office Internship Program

California State Senator Connie M. Leyva was elected to the 20th State Senate District on November 4, 2014. The district includes the cities and communities of Pomona, Montclair, Chino, Ontario, Fontana, Rialto, Bloomington, Colton, San Bernardino, and Grand Terrace. The office of Senator Connie M. Leyva has ongoing internship opportunities for college students to get directly involved in the state government's daily operations. Interns learn about how the California State Senate functions and Senator Leyva's role in representing the people of California's 20th Senatorial District.

In the fast-paced atmosphere of a State Senate office, it is important that interns possess a mature, professional manner. Interns must be well-organized persons who are able to take initiative, follow instructions, perform well under pressure and relate well with others.

General intern responsibilities include:

- Interact with City and State Agencies
- Attend Meetings with Local Community Leaders
- Attend City Government and Local Organization Functions
- Responding to constituent requests and other correspondence
- Assisting with special projects, including legislative research
- Assisting with constituent casework
- Assisting with event planning
- Administrative tasks, including filing and copying
- Other miscellaneous tasks, as required

Skills required:

- Effective and professional phone manner
- Computer experience
- Good typing ability
- Punctuality
- Attention to detail
- Ability to follow instructions
- Ability to complete tasks efficiently and thoroughly

This internship is unpaid. Therefore, we accommodate interns with a flexible schedule; nevertheless we ask for a minimum of 5 to 10 hours per week. The office will work with applicants who are requesting to receive undergraduate or graduate credit.

There is no application deadline. Interns are accepted throughout the year in both of the Senator's District Offices in Chino and San Bernardino.



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To apply for an internship, please follow the instructions carefully.

1. A cover letter answering the following questions:
 - a. Why do you want to be in intern for Senator Leyva?
 - b. What do you hope to accomplish during your internship?
 - c. How did you become interested in government and politics?
 - d. Do you have any plans or intentions to work/intern anywhere else while interning in the Office of Senator Leyva? If yes, please explain.
2. Completed application form (below)
3. Current resume
4. Letter of recommendation

Name of Applicant	Home Telephone	Cell Telephone
Address	City	Zip
Email	Date of Birth	
Days/ Hours Available		

Academic Information

College/University currently enrolled in: _____

School Address (City & State): _____

Registrar's Office Phone Number: _____

Anticipated date of graduation: _____ GPA: _____ Major: _____

Will you receive credits for this internship? If yes, how many? _____

Applicants should complete the attached form and return it with a resume and writing sample to:

Henry Castillo
District Representative
Senator Connie M. Leyva
464 W. 4th Street
Suite 454B
San Bernardino, CA 92401
Phone: (909) 888-5360
E-mail: Henry.Castillo@sen.ca.gov