

Representative Ken Gordon is accepting applications for college level internships in his office for Summer 2017. These are unpaid internships; however each intern will receive a Charlie Card for the length of their time working in the office.

While each internship in this office is unique and largely reflects the interests of the intern, the following provides a broad outline of the program:

- Summer internships run from mid-June to the first week of August
  - Interns will work from the State House 2-3 days per week
- Summer interns have the opportunity to attend daily briefings given by Massachusetts political, non-profit, and business leaders
- Responsibilities include but are not limited to:
  - Assisting legislative staff in legislative matters:
    - Policy research
    - Drafting letters of support for bills the Rep has Co-Sponsored
    - Bill summaries
    - Attending legislative briefings
  - Executing a long term research project:
    - Interns will select a policy area of interest to research. Meaningful final products are between 6-10 pages in length. The product summarizes a problem, explores possible solutions (including other states' solutions or international solutions') and proposes a solution for Massachusetts. Past examples include work on driverless cars, transportation within the Rep's district, and the opioid crisis.

Interested applicants should submit the following to [Mary.Guay@MAHouse.Gov](mailto:Mary.Guay@MAHouse.Gov) by April 30<sup>th</sup>:

- A resume
- A cover letter detailing interest in an internship at the State House
- A 2 to 4 page writing sample

If you have any questions, please call 617-722-2013 or send an email to [Mary.Guay@mahouse.gov](mailto:Mary.Guay@mahouse.gov).