White House Internship Program Application  
Summer 2009 Program – May 22 to August 14

Instructions
This is the application for the summer internship program from May 22nd to August 14th. The White House internship program is a full-time program. There are no part-time internships.

1. All applicants must submit a completed application packet ON or BEFORE Sunday, March 22nd.
   A completed packet includes:
   • White House Internship Application/Cover Letter
   • Current Resume
     o One page resume
     o Applicants should NOT include their name on this document. Instead, place the full birth date and the last four digits of your social security number in the right hand corner (ex: 03-09-1988-4444)
   • Unofficial Current Transcript
   • Three Letters of Recommendation
     o Please make sure the recommender includes their contact information on their letter of recommendation. We may follow up with additional questions.
   • Three Essays.
     o Each answer should be between 300-500 words in length.

2. To be eligible an applicant must be:
   • United States citizen
   • At least 18 years of age on or before the first day of the internship
   • Currently enrolled in an undergraduate or graduate program at a college, community college or university OR graduated in the past two years from undergraduate or graduate program at a college, community college or university

3. The application packet must be submitted by email.
   • A complete application packet is preferred. If the letters of recommendation or transcript are emailed separately, please make sure that the applicant’s name is in the subject line. The email address is: intern_application@whitehouse.gov.
   • Confirmation of the receipt of your completed application will come 1-3 days after it has been received.

4. If you have questions or problems with this form please contact White House Personnel at 202-456-5979 or intern_application@whitehouse.gov.
Application Cover Letter

Personal Information
Last Name: 
First Name: 
Middle Name: 
Date of Birth: 
Cell Phone: 
Secondary Phone: 
Email address: 

Current Address and Apartment/Unit#: 
City: 
State: Zip: 
Permanent Street Address and Apt/Unit #: 
City: 
State: Zip: 

Have you served as a White House intern before: Y/N
How did you hear about the White House Internship Program:

Are you a U.S. Citizen? Y/N

Education
College or University: 
Expected Graduation Date: 
Major Field (college only): 
Minor Field (college only): 
Cumulative GPA: 

References
Please list three references. These may or may not be the individuals who wrote your letter of recommendation.

Full Name
Relationship
Company
Phone

Full Name
Relationship
Company
Phone

Full Name
Relationship
Company
Phone

Full Name
Relationship
Company
Phone
Offices of Interest
Please list, in order of preference, the five offices that most interest you. Effort is made to accommodate preference, but we do not guarantee placement in your preference. View the descriptions
1.
2.
3.
4.
5.

Complete Application
- Resume Submitted: Y/N
- Three letters of recommendation submitted with application: Y/N
- Did you submit an unofficial transcript with your application: Y/N
  - If you answered no to a question above, please explain:
- If not accepted to the White House Internship Program, may we forward your application to other government agencies? Y/N

Essays (Please respond in 300-500 words)
Please attach the essays in one document and send with your application.

1. Explain your commitment to public service and service to country generally—include an instance when you asserted your leadership in a community or civic activity, what you learned, and how you think this internship could further advance your leadership and personal goals in this area.
2. Which of the President’s policies, initiatives or campaign achievements is most important to you? Why?
3. Choose one of your preference offices and explain why you want to work there and what you would bring to the office.

Certification
My statements on this form and any attachments are true, complete and correct to the best of my knowledge and belief. I understand that falsification of any of my answers will lead to the rejection of my application and/or immediate dismissal from the program.

Upon the acceptance to the White House Intern Program, candidates must consent to security investigation prior to their start date and a random drug test. All security measures are confidential and intended to protect the applicant as well as the Executive Office of The President.