

***Office of the Governor,  
Ronnie Musgrove  
Internship Application Checklist***

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

School: \_\_\_\_\_

Semester:    \_\_\_\_\_ Fall    \_\_\_\_\_ Spring    \_\_\_\_\_ Summer

Hours Available:    \_\_\_\_\_ 20 hrs    \_\_\_\_\_ 30 hrs    \_\_\_\_\_ 40 hrs

Areas applied: (Please number 1 through 3)

- \_\_\_\_\_ Boards and Commissions
- \_\_\_\_\_ Citizen and Community Services
- \_\_\_\_\_ Communications
- \_\_\_\_\_ Legislative Affairs (Spring only)
- \_\_\_\_\_ Policy and Planning
- \_\_\_\_\_ Scheduling and Advance Coordination

Application and attachments received:

- \_\_\_\_\_ Application
- \_\_\_\_\_ Transcript
- \_\_\_\_\_ Resume
- \_\_\_\_\_ Letter of recommendation from professor
- \_\_\_\_\_ Letter of personal reference
- \_\_\_\_\_ Cover letter to Governor
  
- \_\_\_\_\_ Two writing samples (Communication internships only)