

October 5, 2018

Dear:

The Minnesota State Senate is providing internship opportunities for college and university students during the 2019 legislative session. We are pleased to offer a new online application, which is accessible on the Senate's website. We hope the new application will make the process easier for your students. Students are encouraged to indicate any specific skills or interests on the application form to aid in placement.

The 2019 legislative session will begin January 8th and is expected to conclude May 20th. Senate internships expose students to the legislative process and to the internal workings of a specific Senator's office. The internships are flexible and are arranged between the individual Senator, the intern, and my office.

Application process is found online at www.senate.mn in the Employment Opportunities section under Senate Internship Program. The due date for applications is Thursday, November 8, 2018. We will conduct phone screenings followed by in-person interviews shortly after that date. We hope to notify students of their status by mid to late December. Intern materials are also available at www.senate.mn, listed under "Employment Opportunities."

Feel free to contact me at any time if you have any questions or would like me to come for an on-campus visit,. I look forward to meeting with you and your students.

Sincerely,

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JRT

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