

**COLORADO GOVERNOR'S OFFICE – EXECUTIVE INTERNSHIP PROGRAM  
APPLICATION**

**OFFICE OF GOVERNOR JARED POLIS  
OFFICE OF LT. GOVERNOR DIANNE PRIMAVERA  
STATE OF COLORADO**



**APPLICATION AND SELECTION PROCESS**

Applicants will be notified after the application deadline if they have been selected for an interview. After completion of candidate interviews, invitations to participate in the Internship Program may be extended.

The Office of the Governor embraces diversity and does not discriminate on the basis of race, color, gender, national or ethnic origin, religious affiliation, sexual orientation, or physical ability. The Office of the Governor and the State of Colorado are equal opportunity employers.

**REQUIREMENTS FOR PARTICIPATION**

- Completion or active participation in undergraduate or graduate level studies; advanced high school students will be considered on an individual basis only
- Commitment to a consistent weekly schedule of a minimum of 16 hours/week, working at least 3 consecutive hours per day in the office, for 12 weeks, during the hours of 8:00 am to 5:00 pm, Monday through Friday.
- Two professional or academic references (see page 3 below)
- Interest in public service and the desire to be a part of an efficient, hardworking component of Governor Polis' Office and/or Lt. Governor Primavera's Office

**APPLICATION CHECKLIST**

Applications will be considered complete when all of the items in the application checklist are received. Please do not submit any supplemental application materials other than those specifically requested in the application checklist. Please label your application materials Item\_LastName, ex: Resume\_Smith. If possible, submit your whole application packet as on PDF.

- One copy of a fully completed application form
- Brief cover letter
- Resume (one page)
- One-page writing sample in response to the following prompts (choose one):

**Option One:** Sara is a fourth-grade student from Grand Junction. She has written Governor Polis to share her concerns on climate change and her support for ensuring that more Coloradans can access public transportation. Please draft a one-page response letter to Sara on behalf of Governor Polis.

**Option Two:** Every year the Healthy Humans Association (fictional) hosts a weekend conference and this year they are hosting it in Colorado. They have requested that the Governor write a welcome letter for their event that will be printed in their weekend program. Please draft a one-page welcome letter on behalf of the Governor for this event.

**CONTACT INFORMATION**

Please address all correspondence (e.g., completed applications or inquiries) to:  
[gov\\_executiveinternship@state.co.us](mailto:gov_executiveinternship@state.co.us) (Subject: Summer 2021 Internship Application [Your Last Name])

**Please send all materials electronically.**

Application for Colorado Governor's Office Executive Internship Program

## PERSONAL AND CONTACT INFORMATION

Last Name

First Name

Middle Name

Current Street Address

City

State

5 Digit ZIP Code

Cell Phone

Email Address

Date of Birth

Place of Birth

Are you a Colorado Resident?

If yes, for how long?

## EDUCATIONAL BACKGROUND

Name and Location of College or University in Attendance

Class Status

Field(s) of Study

Degree Expected

Date Expected

Name and Location of Graduate or Professional School in Attendance

Field(s) of Study

Degree Expected

Date Expected

Do you intend to receive academic credit for this internship if available at your school?

## REFERENCES

The Internship Program requires that you provide two references. References should be professional or academic – NO PERSONAL REFERENCES. Do NOT submit letters of recommendation directly.

### **Reference 1:**

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Name

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Title/Organization

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Telephone (day)

Email Address

Relationship to Applicant

### **Reference 2:**

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Name

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Title/Organization

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Telephone (day)

Email Address

Relationship to Applicant

## PLACEMENT REQUESTS AND OFFICE DESCRIPTIONS

Please indicate up to **three** preferred choices for placement next to the descriptions listed below. Please note that the number of internships is limited. If you are accepted but are unable to be placed within any of your preferred Offices, your placement will be based as much on your academic background and your future vocational plans as possible.

### **\_\_\_Front Office Operations**

Interns with the Front Office receive a broad overview of the day-to-day operations of the Governor's Office. From assisting the constituent services and correspondence teams, to supporting the scheduling team, to staffing the front office greeting folks who have meeting with the Governor or Governor's Office staff, this internship placement is a provides interns with a sampling of all that goes on in the Governor's Office.

### **\_\_\_Communications Office**

This office works with the media to inform the public of the Governor's goals, actions and ideas. Information is provided through the preparation and coordination of news releases, audio and video presentations, and news conferences. Intern duties include research and writing, among other office duties.

### **\_\_\_Community Engagement**

The Community Engagement Department was created under the Polis Administration and is part of the Communications Team. It is focused on ensuring that various constituency groups are engaged in government and have regular correspondence and shared activity with the Administration. Additionally, Community Engagement is focused on developing and maintaining relationships with diverse communities and building support for the Governor's agenda. Our duties include outreach, event planning, and working with the communications team to ensure consistent messaging related to the community engagement strategy.

### **\_\_\_Governor's Office of Correspondence**

The Governor's Office of Correspondence works closely with Policy and Research, and Constituent Services. Staff and interns ensure constituents, as stakeholders, are assisted by working and coordinating with state agencies, divisions, and federal offices. More specifically, interns will respond to constituent comments and concerns over mostly through email and letters, but also face to face and by phone as needed. Interns are expected to have good interpersonal, writing, and research skills and will assist in drafting and processing Governor proclamations and official correspondence for publication. Interns in this area should have a strong understanding of local policy, current legislation, and national politics.

### **\_\_\_Office of the Lieutenant Governor**

Interns in the Lt. Governor's Office assist with the coordination of some special initiatives and are often placed in the offices of the Lieutenant Governor like Colorado Commission of Indian Affairs, Office of e-Health and Innovation, and Office of Saving People Money on Health Care, for example. They will also be responsible for assisting in general office function such as filing, organizing and setting up databases. Interns will have the opportunity to attend legislative processes, to staff the Lt. Governor at meetings, speeches and other public appearances and to attend staff meetings.

### **\_\_\_Office of Policy and Research**

Interns assist in gathering information and providing analysis on a wide range of federal, state and local issues that come to the attention of the Governor. The staff assists the Governor in developing and monitoring public policies, as well as analyzing all legislation that is considered each session. The office also proactively assists in implementing the Governor's policy agenda, in collaboration with the Governor's cabinet.

### **Governor's Office: Scheduling, Reception, and Advance**

The Governor's schedule sets the foundation for the rest of the office. The schedule determines which initiatives and projects will receive the Governor's regular attention and time, and thus greatly impacts what the administration will be able to accomplish. The Governor's schedulers and assistants use an effective scheduling strategy by addressing four key issues: communicating the Governor's availability, booking and labeling appointments, press conferences, meetings, etc., allocating time appropriate for duties and meetings, and processing requests. Additionally, schedulers and assistants are responsible for taking calls, directing guests and meeting attendees to the appropriate conference rooms, and keeping staff on time.

### **Constituent Services/Citizens' Advocate Office**

The Citizens' Advocate ensures state government is meeting the needs of every Colorado resident. Interns have the opportunity to research and respond to constituents while gaining valuable insight into the interaction between state government and the public. The Citizens' Advocate Office leads the Citizens' Advocate Corps; interns help manage and strengthen that network committed to facilitating community outreach and connecting constituents with state agencies that can help them.

### **Performance Management and Operations Team**

The Governor's Performance Management and Operations Team is a small team dedicated to defining statewide goals and working with departments to identify strategic policy initiatives and the high-impact strategies we must employ to achieve those goals. We work closely with the Governor's Cabinet and departments, creating a system of reporting and evaluation, and empowering state employees with the tools, training, and resources needed to improve the way we deliver high- quality government services. Interns work closely with the Performance Management Team on data analysis and database management, as well as on developing communications, trainings, and tools to help departments with process improvement initiatives and performance management.

### **Office of Boards and Commissions**

The Office of Boards and Commissions is responsible for recruiting and identifying qualified candidates to serve on over 300 boards and commissions that oversee a large variety of subjects and make a wide range of decisions that affect our state. Interns serve an important role in this office, helping staff prepare for upcoming appointments and process candidate applications.

### **Office of State Planning and Budgeting**

The primary role of the Office of State Planning and Budgeting (OSPB) is to provide the Governor with timely and complete information and recommendations so he can make sound public policy and budget decisions. OSPB works to develop reliable revenue estimates and a defensible budget within revenue constraints, proposals for new legislation, while also advocating for the Governor's priorities. Interns with OSPB work closely with the budget process through data analytics, across a spectrum of policy areas.

## DECLARATION ON APPLYING

By submitting this application, I affirm that I have reviewed the entire application, and that to the **best of my belief and knowledge, the information provided is true and accurate**. I further understand that:

- I may be required to submit proof of previous employment, education, military service or any other statements in this application or in any resume or other document submitted.
- My signature below authorizes the release of this and other information covering job related factors for purposes of verification and determination of suitability for participation in the Colorado Governor's Internship Program.
- Except for circumstances beyond my control, if I am accepted into and choose to participate in the Colorado Governor's Internship Program, I will complete the Program in its entirety.
- If I am receiving academic credit, I am responsible for ensuring that all requirements are met.
- Respect for and strict observance of confidences shared on assignment, in seminars, and over the course of the Program is absolutely essential. Any violation of confidence is grounds for dismissal from the program.
- I consent to the Governor's Office contacting references and verifying information provided on this application or in any resume or other document submitted.
- I consent to a suspicion-based drug test.
- The State of Colorado assumes no obligation of employment subsequent to the Program.
- I release the State of Colorado and its agents and employees from all liability for any damage that may result from furnishing the information in this application or conducting any investigation authorized in this Declaration on Applying.

My signature below affirms my **Declaration on Applying**.

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Printed Name

\*Signature

Date

\* For electronic submissions, please type your initials in the signature field. By typing your initials, you affirm your Declaration on Applying.