

# COLORADO GOVERNOR'S OFFICE INTERNSHIP PROGRAM

Application

Office of Governor John W. Hickenlooper  
Office of Lt. Governor Donna Lynne  
State of Colorado



## APPLICATION AND SELECTION PROCESS

An application checklist is provided below to help you assemble the required information.

Recognizing that school schedules vary, we will work to accommodate individual scheduling constraints. All internships are unpaid.

Applicants will be notified within two weeks 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.

## 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.

- One copy of a fully completed application form
- Cover letter (no more than one page) including requested start date, end date, and availability (hours per week and length of placement)
- Resume
- One to two page writing sample

## CONTACT INFORMATION

Please address all correspondence (e.g., completed applications or inquiries) to:  
gov\_executiveinternship@state.co.us (Subject: Spring Internship Application [Your Last Name])  
Please send all materials electronically.



## EDUCATIONAL BACKGROUND

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Name and Location of College or University in Attendance

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Class Status

Cumulative GPA

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Field(s) of Study

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Degree Expected

Date Expected

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Name and Location of Graduate or Professional School in Attendance

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Field(s) of Study

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Degree Expected

Date Expected

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

## 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 (we recommend placements of 20 hours per week for three + months, the minimum is 10hrs/week for a minimum of 16 weeks, working for a minimum of 3 consecutive hours each day you are in the office)
- 2.8 or higher GPA
- Two professional or academic references
- Interest in public service and the desire to be a part of an efficient, hard working component of Governor Hickenlooper's Office and/or Lt. Governor Lynne's Office

## REFERENCES

The Internship Program requires that you provide two references. References should be professional or academic – NO PERSONAL REFERENCES.

### 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

## DECLARATION OF CRIMINAL HISTORY

Have you ever been convicted of a felony or misdemeanor? (Yes or No) \_\_\_\_

If yes, when? \_\_\_\_\_

Please Explain (use an additional page, if necessary):

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Have you ever been convicted of a major traffic violation? (including reckless driving, DUI, DWAI, or a hit and run) (Yes or No) \_\_\_\_

If yes, when? \_\_\_\_

Please Explain (use an additional page, if necessary):

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Is there anything in your background which might be an embarrassment to the governor or you if it were to become public? (Yes or No) \_\_\_\_

Please Explain (use an additional page, if necessary):

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## 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.
- I have reviewed the accompanying handbook that includes information about confidentiality and Amendment 41.

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.

## 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.

### Office of Boards and Commissions

This office recommends persons to the Governor for appointment to state boards, commissions, and boards of certain public universities. Interns are required to assist in the fulfillment of office responsibilities including, but not limited to: soliciting, receiving, organizing, processing, and responding to applications, assisting in outreach to board administrators and researching board functions.

### Office of Chief of Staff, Office of the Deputy Chief of Staff

Being an intern for the Chief of Staff of the Deputy Chief of Staff office offers interns the unique opportunity to interact directly with Cabinet members, department and agency staff, and constituents. Tasks include preparing briefings for the Governor and the Chief of Staff (or Deputy Chief of Staff), preparing agendas and staffing Cabinet-level meetings, scheduling and trip-planning, traveling with administration leadership, and administrative tasks as needed to help maintain day-to-day operations of the office. This is a fast-paced environment and a minimum of 16 hours per week for four months is recommended in this placement.

### 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 assembling daily clips packets, drafting press releases and letters on behalf of the Governor, assisting with media events, acting as a liaison between government officials and members of the press, and other office duties.

### Community Partnerships & Special Initiatives

Interns assist staff with the implementation of special initiatives, projects, fundraising, and events. Interns contribute to projects by creating and strengthening partnerships with key stakeholders that strengthen state and local processes, and by creating opportunities to increase volunteer participation in communities across Colorado. Community Partnerships facilitates and encourages collaborative relationships with local government, non-profit agencies, foundations, businesses and service providers through the provision of technical assistance and the convening of stakeholder forums.

### Governor's Office of Correspondence

The Governor's Office of Correspondence is managed by Community Partnerships. 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.

### 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.

### 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.

#### **\_\_\_ Office of Legal Counsel**

This area provides legal advice to the Governor, his staff, and his cabinet. The Office processes judicial applications and handles appointments to the Judicial Nominating, Performance, and Discipline Commissions. Interns assist with research and writing projects, asked to help vet judicial nominees, or assigned to follow legislation. Internships in this office are intended for law students, however, some projects may be assigned to interns from other fields of study when appropriate.

#### **\_\_\_ Office of Legislative Affairs**

The Governor's Office of Legislative Affairs is responsible for overseeing the Governor's legislative agenda, developing a rapport between the Governor's Office and members of the state legislature, managing executive agency legislative liaisons and interacting with the lobby core. An internship in the Legislative Affairs Office offers students the opportunity to be directly involved in the legislative process. Interns perform a variety of tasks to assist the Legislative Affairs Office with day-to-day operations and long-term projects. Duties include basic administrative support, bill tracking and maintaining bill files, help coordinating and executive bill signings, policy and issue research, preparing briefings for the Governor, and assisting the Legislative Affairs Office with additional duties as assigned.

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

Interns in the Lt. Governor's Office assist with the coordination of some special initiatives and are responsible for staffing the office during business hours, including answering emails, phones and letters. 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.

#### **\_\_\_ Performance Management Team**

The Governor's Performance Management 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.

For information about opportunities that may be available in the Colorado Office of Economic Development and International Trade, the Office of Health Care Policy and Finance, or Colorado Office of Information Technology, please email [gov\\_executiveinternship@state.co.us](mailto:gov_executiveinternship@state.co.us)