



OFFICE OF THE GOVERNOR & LT. GOVERNOR
INTERNSHIP PROGRAM

Thank you for your interest in serving your island. This Internship provides an opportunity to experience day-to-day life at the Office of the Governor while working on a variety of tasks and projects.

In addition to normal office duties, interns attend weekly lectures, volunteer at special events, participate in tours, and contribute to a community service project in Guam. Internships are unpaid positions and participants are responsible for arranging their own transportation and housing.

We invite you to apply. Please read the Intern Application and the Governor's Office descriptions carefully. Office descriptions can help you determine your areas of interest and assist you in making an informed decision about which offices might fit your qualifications. Interns will be selected based on their application and demonstrated interest in public service.

Applicants must be:

- at least 18 years of age on or before the first day of the internship
- enrolled in an undergraduate or graduate program at a college or university, or graduated the previous semester
- a United States citizen

Completed application materials must be submitted to Charlene Concepcion, Intern Coordinator, **on or before** the following deadlines:

Summer 2008 Internship

May 19 – August 1, 2008

Application Deadline: April 25, 2008

Fall 2008 Internship

August 25 – December 12, 2008

Application Deadline: June 13, 2008

Upon acceptance, candidates must consent to a 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 Governor and Lt. Governor.

Again, thank you for your interest in the Office of the Governor & Lt. Governor Internship Program. We look forward to hearing from you.

Charlene Concepcion
Intern Coordinator
Office of the Governor
Telephone: (671) 472-8931 x025
intern_application@guam.gov

Office of the Governor and Lt. Governor Internship Program

Positions available:

- ***Office of the Chief of Staff***

Interns selected for the Office of the Chief of Staff will assist the Chief of Staff and his assistants in day to day tasks and activities and will gain first-hand knowledge of the vital role of the Governor's senior advisor.

- ***Governor's Legal Office***

The intern chosen to work with the Governor's Legal Counsel will assist the legal team and support staff with daily operations while gaining valuable knowledge and experience in observing the Governor's legal team as they deal with critical legal and policy issues concerning the administration. The intern chosen also will assist in the drafting of legislation to implement the Governor's initiatives.

- ***Office of Communications***

The interns placed in the Office of Communications will assist the communications team in a broad range of tasks and duties while observing the extensive scope of work performed in the office. The Communications Office serves as the liaison between the Governor's Office and local, national and international media organizations. Communications staff provide reporters with information on the Governor's opinions and policies, issue press releases, advisories and other correspondence to the general public.

- ***Administration & Operations***

Administration & Operations receives and documents all correspondence to the Office of the Governor before delivery to appropriate divisions and staff. The intern in the Administration & Operations office will assist staff to ensure documentation is distributed correctly throughout the offices of the Governor in a timely and efficient manner.

- ***Community Affairs***

The Office of Community Affairs offers constituent assistance on a variety of issues. Community Affairs works closely with non-profit, government agencies and the Mayor's Council to help meet needs when possible. The intern chosen for the position will assist the staff as they provide constituents with referrals, direct help and improved access to government programs.

- ***Protocol Office***

The Protocol Office is responsible for specifying proper etiquette of diplomacy and affairs of the state. Protocol recommends appropriate greetings to heads of state or other diplomats, ranking order of diplomats and other specific matters as well as helping coordinate events and other projects. The intern selected for the Protocol Office will help carry out tasks and will gain useful and interesting knowledge with regards to official state diplomacy.

- ***Office of the Lt. Governor***

The Lieutenant Governor's office oversees several initiatives. Interns will have the opportunity to learn about these initiatives and others while assisting with daily office operations. The intern may also be asked to research specific topics for additional information on various matters.

- ***Guam State Clearinghouse***

One of the Clearinghouse's primary functions is to serve as the island's single review point for federal assistance applications. Interns will assist staff with daily operations and will have the opportunity to learn about the federal grant application process and the responsibility of the Clearinghouse to ensure proper review of applications.



OFFICE OF THE GOVERNOR
INTERNSHIP APPLICATION

1. All applicants must submit a completed application packet ON for BEFORE the deadlines (April 25 for Summer 2008 Term and June 13 for Fall 2008 Term).
 - a. Office of the Governor Internship Application
 - b. Current resume
 - c. Three letters of recommendation
2. To be eligible, an applicant must be:
 - a. At least 18 years of age on or before the first day of the internship
 - b. Enrolled in an undergraduate or graduate program at a college or university, or have graduated the previous semester
 - c. A United States citizen
3. The application packet may be submitted by email, fax, or delivered to the Office of the Governor, Central Files Office.
 - a. The email address is intern_application@guam.gov.
 - b. The fax number is (671) 477-4826
 - c. You will not receive confirmation that the packet has been received. Please use the confirmation function on your fax machine.
 - d. If you have questions or problems with this form, please contact Charlene Concepcion at (671) 472-8931 x025 or intern_application@guam.gov.
4. Completed application packets are preferred. If your letters of recommendation must be sent separately, please indicate this on the form.

AVAILABILITY

Summer 2008 (May 19 – August 1) Fall 2008 (August 25 – December 12) Full Time Part Time

* The Office of the Governor Internship is a full time program. In rare circumstances part time candidates are accepted.

APPLICANT INFORMATION

LAST NAME: _____ FIRST: _____ MIDDLE: _____

DATE OF BIRTH: _____ MM / DD / YY CELL PHONE: _____ SEC. PHONE: _____

EMAIL: _____

HOME ADDR: _____

MAILING ADDR: _____

How did you hear about the Office of the Governor Internship Program: _____

Are you a US citizen: Yes No

EDUCATION

Current College or University: _____ Expected Graduation Date: _____

Major Field: _____ Minor Field (if applicable): _____

REFERENCES

FULL NAME	RELATIONSHIP	COMPANY	PHONE	EMAIL

AREAS OF INTEREST

Please list, in order of preference, the four offices that most interest you. [Every effort is made to accommodate preferences; however, your application may be considered by any division of the Office of the Governor.]

1. _____ 2. _____ 3. _____ 4. _____

COMPLETE APPLICATION

Resume submitted with this application? Yes No Three Letters of Recommendation submitted? Yes No

If No to either question, please explain: _____

If not accepted to the Office of the Governor Internship Program, may we forward your application to other government agencies? Yes No

NARRATIVE QUESTION 1

WHY WILL YOU BE A GOOD REPRESENTATIVE OF THE ADMINISTRATION OF THE OFFICE OF THE GOVERNOR:

NARRATIVE QUESTION 2

WHAT WILL YOU CONTRIBUTE TO THE INTERN PROGRAM:

NARRATIVE QUESTION 3

WHICH OF THE GOVERNOR'S POLICIES IS MOST IMPORTANT TO YOU? WHY?

NARRATIVE QUESTION 4

WHAT DO YOU CONSIDER YOUR MOST SIGNIFICANT ACCOMPLISHMENT? WHY?

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. Yes No

Upon acceptance to the Office of the Governor Intern Program, candidates must consent to a 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 Governor.

Applicant's Name (Print & Sign)

Date