

New York State Assembly Intern Committee Session Intern Application Tips & Checklist

*****IF YOU ARE A UNIVERSITY AT ALBANY STUDENT – please contact Casey L. Kohler at 518-442-3950 or in Lecture Center 30 to complete the application*****

Tips:

- Use Adobe Reader – it will make this process much easier. Download free at our website - <https://nyassembly.gov/internship/application/>
- Click on each box, many of them have drop down menus
- Double check, make sure each necessary box is filled out correctly
- Review **ALL** instructions within the application
- Personal Statement in the application – be aware that if you copy and paste into this text box it will keep the original formatting (line spacing, indentations, etc.)
- Review the signing & saving section below

Check List:

Completed Application

Resume

Letter of Recommendation #1

Writing Sample

Letter of Recommendation #2

Official Transcripts

Letter of Liaison Endorsement

Personal Statement (Attached or Written in Application)

Signing & Saving:

- Download Adobe Reader if you do not already have
- Carefully complete the application
- When you get to the signature field, find the “Sign” button on the top right corner of Adobe Reader
- Select “Place Your Signature”
- Depending on your version of Adobe, it will instruct you in multiple ways to apply a signature
- Before adding a signature Adobe requires you to save a copy of the PDF. Please save the file in the following format:

Last Name, First Initial - 2022 Application

Example: Martin, J - 2022 Application

- *If you cannot get the signature to work, please type your full name in the provided text box and date* - This will be accepted as a signature
- **Email the completed application, along with all supporting documents, to your campus Liaison**

Feel free to call the Intern Committee at 518-455-4704 with any questions or email at intern@nyassembly.gov