

September 30, 2016

Dear:

As in past years, the Minnesota Senate will provide internship opportunities for college and university students with senators and legislative staff. Individuals from all fields of study are encouraged to apply. The 2017 Legislative Session will begin January 3 and must end no later than May 22 according to our State Constitution.

Senate internships expose students to the legislative process and to the internal workings of a specific senator's office. Senate internships are flexible because they are arranged between the individual senator, the intern, and my office. Many senators prefer interns with interests similar to their own, so please encourage students to indicate any specific skills or interests on the application form.

Because there are a limited number of internships available, we ask that applications be returned as soon as possible, no later than Thursday, November 10, 2016. I hope to begin scheduling interviews shortly after that date in order to make placements. Students will be notified of their selection status by early to mid-December. Intern materials are also available at www.senate.mn, listed under "Employment Opportunities".

If you have any questions please feel free to contact me at any time. In addition, I am available for on-campus visits. I look forward to meeting with you and your students.

Sincerely,

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JRT

Enclosures: 3

P.S. Please notify me of any name, title or address changes.