

**TERJENIAN-THOMAS ASSEMBLY**  
**INTERNSHIP PROGRAM**



**WASHINGTON, DC**

## Program Information

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The Terjenian-Thomas Assembly Internship Program gives college students of Armenian descent an opportunity to gain exposure to the policy-making process in our nation's capital for eight weeks each summer. Since 1977, the Assembly has placed over 800 interns in the offices of prominent Senators and Representatives, the Department of Commerce, the World Bank, the Federal Reserve Board, C-SPAN, United Press International, the Center for Strategic and International Studies and many other government agencies, think tanks and media outlets.

There are four major components to the program:

**Internship:** This is the work that an intern does at his/her place of employment. Most internships involve a standard eight-hour work day. The internships are unpaid, and interns are given responsibilities on the basis of their educational background and performance on the job. Some of the more successful interns have received job offers from their respective offices.

**Capitol Ideas:** This program provides the interns with the opportunity to meet with Senators and Representatives. The objective is to give interns a forum to ask questions to our elected officials about topics that are important to the Armenian-American community and about current events taking place throughout the world. Capitol Ideas events generally take place during the working day, and employers are notified ahead of time about the interns' schedules. These meetings are mandatory for all participants.

**Lecture Series:** The Lecture Series focuses specifically on issues of importance to the Armenian-American community. It is designed to inform and encourage debate on a range of issues, including U.S. foreign policy toward Armenia and Karabakh. The Armenian Assembly of America invites experts and leaders in their fields to review current political issues, with a focus on the South Caucasus. These lectures are mandatory for all participants.

**Social Activities:** Social activities are planned for interns to experience the nation's capital. Interns usually celebrate the Fourth of July on the Mall and often enjoy summer picnics. In addition to the activities organized by the Internship Program, Washington offers a summer-long series of festivals, open-air concerts, cultural activities and museum exhibits that provide an exciting variety of choices for the program participants to enjoy. Activities are organized so that participants of the program have the opportunity to interact with one another outside of the work week. However, these social gatherings are not a mandatory part of the program.

Participants are chosen on the basis of their educational credentials, writing ability, maturity and a demonstrated interest in community and public service. A limited number of scholarships are available which cover the cost of housing at Georgetown University, where the interns reside. **Applicants should be aware that this is a highly competitive program. Thus, potential applicants should possess a high commitment level.**

*The deadline to apply is December 10*

## Alumni Testimonials

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*"The amount of responsibility and opportunity I have been given at my internship is incredible. As an intern for UPI, I have had access to media briefings and hearings, and have covered these events alongside other credentialed reporters. The Armenian Assembly has offered me the most professional journalistic experience I could ask for, not to mention a full calendar of speakers and social events that has made this summer unforgettable."*

**Jocelyn Hanamirian '06**  
**United Press International**

*"I've had a great time here in DC learning not just about the American political system but about Armenia. My work in the Senate has been instrumental in helping me decide what I want to do later in life in the political sphere, but spending time with a lot of Armenians and Armenian groups has been interesting as well."*

**Joel Clarence Cretan '06**  
**Senator Barbara Boxer (D-CA)**

*"I can safely say that the internship program was by far the best experience I have encountered. As an intern for Congressman Pallone, I experienced the day-to-day inner workings of a political office and learned more than I ever could have hoped for. My new founded interest in public policy has lead me to be more active in government on the local level and has given me the knowledge that I need to succeed in my chosen career."*

**Michael Azarian '05**  
**Congressman Frank Pallone, Jr. (D-NJ)**

*"The internship experience inspired me to add public policy as a second major at Brown. I was already planning on a degree in education and never realized the opportunities involved in public policy until I came to DC to work for Rep. Kennedy's office. Unfortunately, the Armenian community is small here in Providence, but I would love to start a student club and eventually travel to Armenia. This summer was certainly one of my most memorable."*

**Lisa Kechijian, '03**  
**Congressman Patrick Kennedy (D-RI)**

*"The Congressional experience has not only given me the initiative to pursue a career in international relations but has further secured my commitment to helping my people achieve their goals. As a member of the Armenian Assembly of America, I feel privileged to be able to help in the revival of our homeland."*

**Ludér T. Sahagian '00**  
**Congressman John Olver (D-MA)**

*"Summer internships are invaluable for young people seeking to pursue a government career, as my experience demonstrates, and the Armenian Assembly is to be commended for having had the foresight more than 20 years ago to encourage young Armenian-Americans to participate in their political system."*

**Gregory Aftandilian '80**  
**U.S. Department of State**

## How To Apply

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**Step 1:** Ask yourself whether this is the right time in your academic career to participate. Are you a currently enrolled upper-level under-graduate or graduate student of Armenian descent? Do you have strong writing, research and communication skills? Have you had sufficient course background in the area in which you are seeking an internship?

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**Step 2:** Select a preference area that matches your academic training and/or work experience. Offices may require you to demonstrate some background in their field of activity.

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**Step 3:** Send your application to the Armenian Assembly by email or fax or mail to: **1140 19<sup>th</sup> St., NW, Suite 600, Washington, DC 20036 Attn: Internship Program Selection Committee.**

Your application should include:

1. Application form
2. Resume
3. One writing sample, preferably a research paper
4. Transcript of grades
5. Two sealed letters of recommendation (mail)
6. Completed Financial Aid forms, if you wish to be considered for a housing scholarship.

**DEADLINE FOR ALL OF THE ABOVE IS December 10**

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**Step 4:** Call the Internship Program Coordinator at the Armenian Assembly offices for a consultation. At that time, you will have a chance to explore the opportunities available in your preference area, discuss any special requirements or deadlines and ask any questions you may have. It is strongly recommended that you contact the Coordinator as early as possible.

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**Step 5:** Upon receipt of your application packet, the Assembly will review your materials and notify you of its decision. If you are accepted to the program, your materials will be forwarded to the appropriate offices in Washington for placement. As soon as the Assembly is informed of a final decision, you will be informed without delay.

# Preparing your Application Materials

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## **OVERVIEW**

In preparing your application, it is important to remember that if you are accepted, the Armenian Assembly will forward your materials to prospective offices in Washington. The quality of the presentation of your materials plays a vital role in the placement process. Therefore, please read the following instructions and suggestions and make every effort to adhere to them. Remember that you must be a matriculated student at the time you are applying.

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## **TRANSCRIPT**

Visit your Registrar's office and request a copy of your transcript. There is often a backlog of requests, so expect a slight delay.

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## **LETTERS OF RECOMMENDATION**

Obtain two letters of recommendation from professors, advisors or employers who can comment on your academic achievements, written and verbal communication skills, or employment performance. Avoid asking individuals such as friends and relatives, who might be perceived by placement offices as being biased. Request that these letters be typed on letterhead and placed in sealed envelopes. Your professors/employers can send them on their own to the selection committee or you can collect them in sealed envelopes and mail them to us.

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## **WRITING SAMPLE**

The purpose of the writing sample is to demonstrate to the prospective office that you are familiar with the subject matter in that field and that you are able to research, organize and express your thoughts articulately. Your sample should be a relatively short research paper complete with a bibliography, and preferably, footnotes.

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## **RESUME**

Emphasize those elements which might especially qualify you for the type of internship you seek. Avoid lengthy descriptions of your activities. Use clear and concise language. It is particularly important that your resume be neatly typed and free of any typographical errors. This is the most important part of your application. Therefore, we highly recommend you consult a resume help book or the sample resume included in the application.

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## **FINANCIAL AID**

If you wish to apply for financial aid, you must complete the enclosed financial aid request form and attach a copy of the FAFSA for the current year. A limited number of scholarships are available. Should you be awarded a scholarship, the amount of financial aid you receive will be limited to your summer housing expense.

# Terjenian-Thomas Assembly Internship Program

## Application Form

Name \_\_\_\_\_

Permanent Address \_\_\_\_\_

Current (School) Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_ Date of Birth \_\_\_\_\_

Cellular/Alternate Phone (Specify) \_\_\_\_\_

Congressman/woman (at home and school) \_\_\_\_\_

Senators (at home and school, if different) \_\_\_\_\_

Political Affiliation (for placement purposes only) Democrat \_\_\_\_\_ Republican \_\_\_\_\_ N/A \_\_\_\_\_

College or University \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Major \_\_\_\_\_

Citizenship \_\_\_\_\_ Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parents' Names \_\_\_\_\_

Public/Community Service \_\_\_\_\_

Indicate Your Level of Interest in Public Service (5=highest, 1=lowest)                      1      2      3      4      5

Internship Preference Area (please choose only one)

Armenian Assembly \_\_\_\_\_ Armenian National Institute \_\_\_\_\_ Economics & Business \_\_\_\_\_

International Affairs/Think Tank \_\_\_\_\_ Congress & Politics \_\_\_\_\_ Media \_\_\_\_\_

## **Intern Essay**

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Please write a brief statement explaining your expectations of an internship in Washington in your selected area of preference. Describe the skills you can bring to this internship and what types of experience you would like to gain. Please type your essay and limit your response to one page.

# Financial Aid Request Form

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Attach FAFSA (Free Application for Federal Student Aid) forms to this application. You will be notified of your award at the time of your acceptance into the program. A limited number of scholarships are available and are limited to the cost of housing. The deadline to apply for financial aid is the same as the application deadline.

Name \_\_\_\_\_

College or University \_\_\_\_\_

Field of Study \_\_\_\_\_

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## **EXPENSES** (annually)

Tuition and Fees \_\_\_\_\_

Room and Board \_\_\_\_\_

Books and Other \_\_\_\_\_

Total \_\_\_\_\_

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## **INCOME** (annually)

Financial Aid received \_\_\_\_\_

Scholarships and loans \_\_\_\_\_

Employment \_\_\_\_\_

Total \_\_\_\_\_

# SAMPLE RESUME

## JANE M. DOEIAN

### Current Address:

5555 University Dr, Apt. 5B  
Berkeley, CA 55555  
(555) 555-5556

### Permanent Address:

55 Birch Street  
Rockland, MN 55555  
(555) 555-5555

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### EDUCATION:

University of California, Berkeley, B.A., Expected Date of Graduation: 2007  
Major: Political Science. Minor: Economics. GPA: 3.5

Rockland High School, Rockland, Minnesota, 2001

### WORK EXPERIENCE:

**2006-Present:** Economic Forecasting, Inc. *Research Assistant*

Collected statistical data on consumer spending trends in California. Redesignated data reporting - new design adopted by all departments.

**Summer 2005:** Duluth County Consumer Hotline. *Volunteer*

Investigated and resolved complaints by consumers against local enterprises. Wrote reports for submission to Better Business Bureau. Performed clerical duties.

**Summer 2004:** Camp Armenia. *Camp Counselor*

Supervised 7<sup>th</sup> and 8<sup>th</sup> grade students during daily activities and evenings. Taught daily arts and crafts class. Organized "End of the Summer Dance."

### POLITICAL EXPERIENCE:

2001(fall): Volunteer in re-election campaign of Rep. Nancy Pelosi (D-8<sup>th</sup> CA)

### EXTRACURRICULAR ACTIVITIES:

Setter, Berkeley Volleyball Team

Student Representative, Berkeley Faculty Board

Staff Writer, *Daily Californian* (University of California, Berkeley student newspaper)

Treasurer, Berkeley Armenian Student Association.

### AWARDS/HONORS:

Deans List, 2002-2006

Rookie of the Year Award, 2002

### SPECIAL SKILLS:

Fluent in Spanish and conversational in French. Experience with Excel and PageMaker.  
Type 45 wpm.

# **TERJENIAN-THOMAS ASSEMBLY INTERNSHIP PROGRAM**

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Fax (202) 638-4904  
jpiatt@aaainc.org**