

## Sounds Great! Where Do I Sign Up?

### ABERDEEN

320 S First St, Ste B  
PO Box 1554  
Aberdeen, SD 57401  
(605) 226-3440

### RAPID CITY

405 E Omaha St  
PO Box 1098  
Rapid City, SD 57701  
(605) 341-3990

### SIoux FALLS

715 S Minnesota Ave  
PO Box 1424  
Sioux Falls, SD 57101  
(605) 332-8896

### WASHINGTON, D.C.

United States Senate  
Washington, DC 20510  
(202) 224-5842

email: [intern\\_coordinator@johnson.senate.gov](mailto:intern_coordinator@johnson.senate.gov)

Or call toll-free  
from anywhere in South Dakota:  
**1-800-537-0025**

<http://johnson.senate.gov>

*“My summer working for Senator Tim Johnson was a great experience that I will treasure for the rest of my career.”*

— Sara Pokela, Sioux Falls

*“If you are looking for a rewarding job working with great people while learning a lot, I would highly recommend working as an intern.”*

— Christine Kroupa, Kimball

*“Interning for Senator Johnson is a unique and rewarding experience, as well as a great opportunity to work closely with Senator Johnson’s dedicated staff, see Washington, DC, and best of all, maybe even make a difference for South Dakota.”*

— Brett Hoffman, Madison



Make It  
Happen!

**An internship** in any of Senator Tim Johnson's offices presents college students with a rewarding opportunity to serve South Dakota while gaining valuable knowledge of the federal government and legislative process. Internships are available in all of Senator Johnson's South Dakota offices, as well as his office in Washington, D.C.

**In South Dakota,** Senator Johnson's knowledgeable state staff represents him at meetings he is unable to personally attend. In addition, each of Senator Johnson's South Dakota offices has a staff comprised of caseworkers and other assistants who work directly with South Dakotans

on the issues that matter most to them: resolving a problem with a federal agency, perhaps, or obtaining information about federal programs or legislative proposals.

Interns working in South Dakota offices may process mail, answer telephones, greet the public, draft correspondence, compile news clippings, conduct research, attend meetings, and assist in planning events. Interns may also help prepare for Senator Johnson's frequent travels throughout South Dakota, and may occasionally have an opportunity to attend meetings or travel with Senator Johnson. Ultimately, South Dakota interns are afforded an excellent opportunity to gain firsthand experience

serving the public in a professional environment.

**In Washington, D.C.,** Senator Johnson's internship program matches the interns' interests with their responsibilities whenever possible. In addition to his position on several busy committees (Appropriations; Banking, Housing and Urban Affairs; Energy and Natural Resources; and Indian Affairs), Senator Johnson is also actively involved in other areas, such as encouraging economic development throughout our state, developing child care, health care and educational opportunities for all South Dakotans, and addressing issues of concern to American Indians.

Senator Johnson's staff in Washington, D.C. is uniquely qualified to handle

a variety of legislative issues. Other members of his staff provide administrative support, work with the news media, and assist Senator Johnson in his day-to-day activities. Interns in the Washington office will have an opportunity to participate in all departments.

Interns working in Washington will perform routine office functions that include answering telephones, greeting visitors from South Dakota, and

processing mail. In addition to these duties, interns are assigned to work with specific staff members, tracking legislation, researching issues, attending hearings, and helping to draft correspondence. Other internship opportunities include working with the news media, helping to draft press releases and media advisories, and setting up radio and television interviews.

**Internship experiences** are available in Senator Johnson's South Dakota offices, as well as his Washington, D.C. office. Generally, internships begin in late May, early September, mid-December and in February. These dates are somewhat flexible because colleges may have different academic calendars. You should, however, plan to apply at least two months prior to beginning an Internship position in any of Senator Johnson's offices.

If you would like more information about Senator Johnson's internship program, please visit his website at <http://johnson.senate.gov>. If you prefer, you may also contact any of Senator Johnson's offices on the back of this brochure to request information.

**To apply for an internship,** you will need to provide a cover letter, résumé, three references, and a three-to-five page

sample of your own writing that accurately reflects your ability. These materials should be sent to the attention of "Intern Coordinator" at the office in which you would like to work.

*"Working in Senator Johnson's office and being on Capitol Hill has not only given me a rare perspective in my field of study, but has also provided a unique opportunity to learn about public service from top leaders and dedicated professionals. From the DC staff to the Senators themselves, you can't do that anywhere else."*

— Jacquelyn Dietrich, Spearfish

*"This internship was wonderful! If you like friendly people, working hard, learning tons, and working for a better South Dakota and United States, spend time interning with Senator Johnson."*

— Katie Ruedebush, Rapid City