



## **CITY OF LAWRENCE MAYOR'S OFFICE INTERNSHIP PROGRAM**

### **Overview of the Program**

The Mayor's Office Internship Program is designed for area college students who have an interest in pursuing a career in government, public administration or who wish to gain practical experience in their chosen field.

Two students will be selected for each semester. Students will work approximately 20 hours per week for eight to twelve weeks in the Mayor's Office. The City will work to support student's receiving academic credit for their internship, if they are deemed eligible by their college.

Duties include assisting the department with daily operations, such as answering the phone and returning messages from constituents, drafting letters, in-taking mail, and other administrative tasks. Successful applicants will have strong interpersonal, communication and listening skills; quick problem solving ability. Bi-lingual (English & Spanish) students preferred but not required.

### **Preferred Qualifications**

- Completed at least one semester of full time study at an accredited university or community college
- Demonstrate interest in government and/or a field within government
- City of Lawrence residents (not required) and/or have attended Lawrence Public Schools
- Available to work a minimum of eight to twelve weeks

### **Selection Process**

All students who submit a fully completed application package will be interviewed. After completing the interview process, the hired students will be notified and will begin soon thereafter. Unfortunately, there is not enough capacity to employ every deserving student; however we encourage you to reapply in the future if you are not selected this year.

### **How to Apply**

- Complete the Internship Application (available on the city's webpage & Mayor's Office)
- Provide a copy of your driver's license and/or college ID
- Enclose with your application a copy of your most recent college transcript.
- Submit a cover letter (one page, typed, 400 words max) explaining what you hope to gain from your internship experience and why you should be considered for this opportunity.
- A letter of recommendation by a professor or other faculty member or previous employer. Letters may be included in the application or sent directly to our office via email at: [edelgado@cityoflawrence.com](mailto:edelgado@cityoflawrence.com).

Mail or Drop off all materials to:

City of Lawrence  
Mayor's Office Internship Program - Room 309  
200 Common Street, Lawrence, MA 01840

**Please call Elizabeth Delgado at the Mayor's office with any additional questions at (978) 620-3018**



**CITY OF LAWRENCE  
MAYOR'S OFFICE INTERNSHIP PROGRAM**

**PROGRAM APPLICATION**

**NAME:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_



**NAME OF SCHOOL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **G.P.A.:** \_\_\_\_\_

**COLLEGE MAJOR/ MINOR:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_ **GRADUATION DATE:** \_\_\_\_\_

**Will college credit be earned through this internship?** \_\_\_\_\_

If yes, please complete the following information:

**COURSE NAME:** \_\_\_\_\_ **TOTAL CREDITS EARNED:** \_\_\_\_\_

**INTERNSHIP ADVISOR:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_



**PLEASE INDICATE SEMESTER/QUARTER YOU ARE APPLYING FOR:**

FALL  SPRING  SUMMER

**PLEASE INDICATE HOURS AVAILABLE:**

MON \_\_\_\_\_ TUES \_\_\_\_\_ WED \_\_\_\_\_ THUR \_\_\_\_\_ FRI \_\_\_\_\_

***Disclaimer:** In order to ensure transparency and avoid the appearances of nepotism, please confirm whether a member of your immediate family is at all employed, in any way, by the City of Lawrence?*

NO \_\_\_\_\_ YES \_\_\_\_\_ If yes, name of relative: \_\_\_\_\_