

# Application for Internship - Legislative Assistant

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Legislative Assistant internship position at [Organization's Name] as advertised on [where you found the job listing]. I am currently a [Your Academic Year, e.g., junior] pursuing a degree in Political Science at [Your University]. With a strong passion for public policy and a desire to contribute to meaningful legislative initiatives, I believe I would be a valuable addition to your team.

Through my coursework and volunteer experiences, I have developed a solid understanding of the political process, as well as strong research and analytical skills. I recently completed a project on [Briefly describe a relevant project or research], which enhanced my ability to gather and synthesize complex information effectively. Additionally, my internship at [Previous Internship/Job] provided me with hands-on experience in [describe relevant skills or tasks], further solidifying my commitment to a career in public service.

I am particularly drawn to this internship opportunity at [Organization's Name] because of your commitment to [mention any relevant initiatives, values, or goals of the organization]. I am excited about the possibility of contributing to your work on [specific issues or policies relevant

to the organization], and I believe my skills and enthusiasm would align well with your team's objectives.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team during an interview. I have attached my resume for your review. Please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]