

RIPPAC Internship Guide – Summer 2025

Please complete and EMAIL to: RIPPAC@rowan.edu

Name of Company / Association / Organization Assemblywoman Linda S. Carter

Internship Coordinator Raine Cuseglio Coordinator's Phone / Email Cell: 201-306-2442/ Aswcarter@nileg.org

Location of Main Office 200 West 2nd Street, Suite 102 Plainfield NJ 07060 # of Summer 2025 Interns Accepted 1/2

Where will the internship be done?

X In the main office _____ Remotely (student works from home) _____ Combo At-home & In-Office

Dates / Length of Summer 2025 Internship 8 to 9 weeks (Can be flexible) Required Hours/Week 15/20 (Can be flexible)

Is there some type of salary or stipend? no If so, how much? _____

What is the application process? *(Please include deadlines & other requirements. Feel free to attach additional pages)*

The office has an application that should be submitted by email to the Assemblywoman District office

Intern work areas: Clerical x Research x Errands x Organizing x

Please explain the work that will be required of the intern

- Respond to constituent inquiries via email, mail and/or telephone
- Write policy memos as directed by staff
- Track stories in the local media
- Develop and update constituent databases
- Assist in writing press releases

Will there be opportunities for the intern to observe:

Internal strategy sessions? x Legislative sessions? x Committee hearings? x

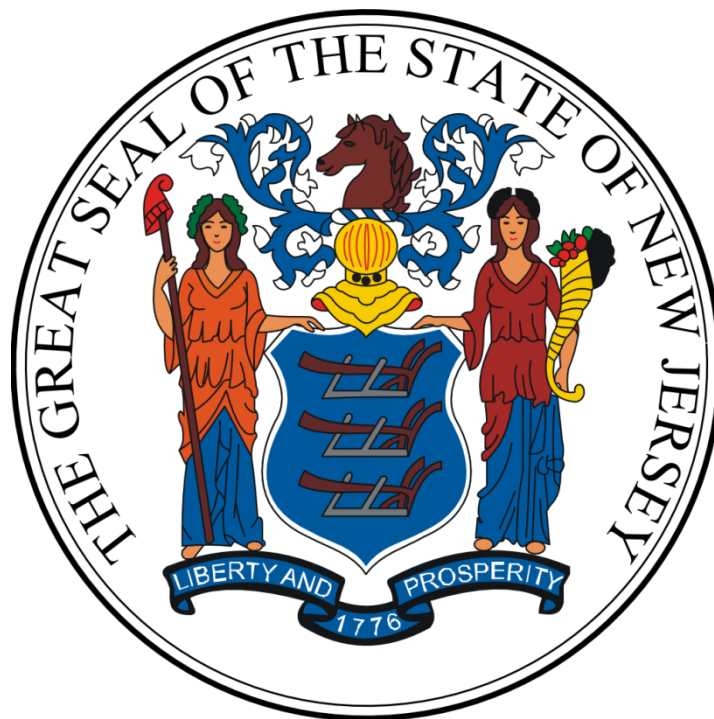
Is the intern expected to work evenings and weekends? If so, please explain. No not expected but could be helpful

Do you have any suggestions for the applicants? *(Please use additional pages if necessary)*

Office of Assemblywoman Linda S. Carter

22nd Legislative District

NJ Assembly Internship Program



The office of Assemblywoman Linda S. Carter is proud to provide an internship program for qualified individuals to gain meaningful work experience. Interns will gain a deeper understanding of the inner working of the NJ Assembly and legislature, grow their professional network and connect with community leaders. The internship program offers two tracks: a high school seniors program and an undergraduate program. The internship can run between 10-15 weeks with a minimum of 10 hours of work per week. The Office will work to accommodate an intern's schedule.

Overview

Interns will work under the close supervision of the Assemblywoman and office staff on a variety of issues including but not limited to:

- Respond to constituent inquiries via email, mail and/or telephone
- Write policy memos as directed by staff
- Track stories in the local media
- Develop and update constituent databases
- Assist in writing press releases

Eligibility

- Must be a high school senior or a current undergraduate student that is enrolled at least half-time at an accredited university
- Be able to commit to a 10 hour per week work schedule within the office's schedule
- All accepted applicants must sign a non-disclosure form and undergo training.
- Have access to a computer, phone and Internet in order to work remotely.

Application Components

Applications will be considered incomplete if they are missing any of the following:

- Completed application form
- Resume/CV
- Unofficial or Official transcripts
- A non-generic cover letter discussing an issue that affects the 22nd district and how you would propose to solve it.
- One letters of recommendation to be sent by the recommender via e-mail (AswCarter@njleg.org) or mailed to:

Asw. Linda. S Carter
200 West 2nd Street, Suite 102
Plainfield, NJ 07060

INTERNSHIP APPLICATION

Date: _____

First Name: _____

Middle Initial: _____

Last Name: _____

Email: _____

Current Address:

Street: _____

City: _____

State: _____ Zip Code: _____

County: _____

Phone Number: _____

Cell Phone Number: _____

Permanent Address (if different)

Street: _____

City: _____

State: _____ Zip Code: _____

County: _____

Phone Number: _____

Cell Phone Number: _____

How did you hear about the program?

College/University/High School currently enrolled in:

Expected status at beginning of internship (please circle):

Freshman

Sophomore

Junior

Senior

Major: _____

Minor: _____

GPA: _____

Expected year of Graduation: _____

Do you plan on receiving credit for your internship? Yes No

Date Available: _____

Please indicate what hours you are available to work during the week :

| Day | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------------|---------------|----------------|------------------|-----------------|---------------|
| Hours Available | | | | | |

Date

Signature

With this completed application, please include a copy of your resume, two recommendation letters (which may be mailed or emailed to the office), a transcript and a cover letter. Your cover letter should discuss a state issue that affects the 22nd district and how you propose to solve it. **(If you do not complete all of this application and application requirements, you will not be considered for an internship.)**

Please email completed application and its supplemental components to: AswCarter@njleg.org. The subject line must be: 'Attn: Intern Coordinator < Last Name, First Name>'.

Unlocking Opportunities: Intern with
Assemblywoman Linda S. Carter

Spring & Summer Internship



Are you a high school senior or an undergraduate student looking to make a difference in your community? The office of Assemblywoman Linda S. Carter is proud to offer an internship program that provides valuable, hands-on experience for students passionate about public service and the legislative process.



Dates are Fluid

Spring Starts in March
Summer Starts in May

Location

Plainfield NJ

Lean How

- ✓ Write Policy Memos
- ✓ Assist with Press Releases
- ✓ Track Local Media Stories
- ✓ Respond to Constituent Inquiries



EMAIL FOR APPLICATIONS
AswCarter@njleg.org



Apply Now