



# TERJENIAN-THOMAS ASSEMBLY INTERNSHIP PROGRAM WASHINGTON, DC

## Program Information

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The Terjenian-Thomas Assembly Internship Program provides 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 Armenian Assembly of America has assisted over 1,000 participants in securing placements in prominent congressional offices, government agencies, media outlets, think-tanks and non-governmental organizations in Washington. Placements have included the Congressional Caucus on Armenian Issues, Armenian Embassy, Library of Congress, and Voice of America, to name a few.

**Internship:** Involves carrying out a variety of assigned responsibilities from simple office tasks to research and writing. The Assembly will guide and assist you through the process of securing an internship placement in Washington, DC. Applicants may pursue an internship placement independently; however they must still commit to participating in the Terjenian-Thomas Assembly Internship Program and all of its activities. Most internship placements involve a standard eight-hour work day five days a week. The internships are unpaid, and interns are given responsibilities on the basis of their educational background and on-site performance.

**Capitol Ideas:** Provides interns with the opportunity to meet with Senators and Representatives in their Capitol Hill offices. The program provides interns a forum to ask questions of 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 work day, and placement hosts or offices are notified in advance of the interns' schedules. These meetings are mandatory for all participants.

**Lecture Series:** Focuses specifically on issues of importance to the Armenian-American community. It is designed to inform and encourage discussion on a range of issues, including U.S. foreign policy toward Armenia and Karabakh. The Armenian Assembly 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. Lectures are usually held at the Assembly headquarters unless advised otherwise.



**Social Activities:** 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 to allow interns the opportunity to interact with one another outside of the work week. These social gatherings are encouraged but are not a mandatory part of the program.

**Residence:** All participants are housed at the prestigious Georgetown University. Founded in 1789, Georgetown is the oldest Catholic and Jesuit institution of higher education in the United States. Located in Washington DC's historic Georgetown neighborhood, the university's main campus is

noted for the Neo-Medieval Healy Hall, a National Historic Landmark.



**Selection Process:** Participants are chosen for this competitive program on the basis of their educational credentials, writing ability, maturity and a demonstrated interest in the community and public service. A limited number of scholarships are available which help cover the cost of housing at Georgetown University, where the interns

reside.



**Program Support:** The Terjenian-Thomas Assembly Internship Program is made possible by the Memorial Fund established through the generosity of Aram Terjenian, Annie Thomas and Florence Terjenian of Belmont, Massachusetts. Additional support comes from the Richard Tufenkian Memorial Fund, the John Hanessian Scholarship Fund, the Armen Astarjian Scholarship Fund, the Ohanian Memorial Fund, the Estate of Haig J. Boyadjian, the Estate of George Judge Karabedian (George Kay), Mr. & Mrs. James and Connie Melikian and the Knights of Vartan.

**APPLICANT DEADLINE – DECEMBER 10**

## 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 a minimum background in their field of activity.

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**Step 3:** Send your application to the Armenian Assembly of America Headquarters.

Email: [info@aaainc.org](mailto:info@aaainc.org)

Mail: **734 15<sup>th</sup> St, NW, Suite 500, Washington, DC 20005**

**Attn: Internship Program Selection Committee**

Your application should include:

1. Application form
2. Resume
3. Cover Letter
4. Transcript
5. Two sealed letters of recommendation (mail or direct email)
6. Housing Deposit
7. Completed Housing Scholarship form, if you wish to be considered for a scholarship

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

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**Step 4:** Contact the Internship Program Director 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 Program Director 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. Internship Placements in Washington, DC are highly competitive, therefore, once accepted the placement process will begin in earnest. Be mindful that potential placements may contact you directly and please notify the Assembly of any developments related to finding and securing an internship placement.

# 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, DC. 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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## COVER LETTER

A cover letter is a one page document that is sent with your resume when applying for an internship or job. It is meant to introduce yourself to the hiring manager. Argue why you would be a good fit for the position. Fill in places your resume cannot describe.

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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 free of any 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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## 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 as being biased. 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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## 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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## HOUSING DEPOSIT

Please enclose or send separately a \$500 deposit. Once accepted into the program, deposits are non-refundable as they will be applied toward your summer housing costs.

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## HOUSING SCHOLARSHIP

A limited number of housing scholarships for the Terjenian-Thomas Summer Internship Program in Washington, DC are available, on a competitive basis, to qualified students. If you wish to apply for financial aid, you must complete the enclosed financial aid request form and attach a copy of your FAFSA documentation for the current year.

Terjenian-Thomas Assembly Internship Program  
Application Form

Name \_\_\_\_\_

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

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

Cell Phone \_\_\_\_\_ Home/Alternate Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_

E-mail \_\_\_\_\_

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 \_\_\_\_\_ Date of Birth \_\_\_\_\_:

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

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

Internship Preference Area (please choose your top 3)

Armenian Assembly of America \_\_\_\_\_ Armenian National Institute \_\_\_\_\_ Armenian Media \_\_\_\_\_

International Affairs/Think Tank \_\_\_\_\_ Congress & Politics \_\_\_\_\_ Other (Please Specify): \_\_\_\_\_

# Housing Scholarship Request Form

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Attach your 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 partial 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 \_\_\_\_\_

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