

# Office of Mayor Sam Liccardo

This internship program runs year-round. To apply for an internship, please follow the instructions carefully. Applicants interested in applying must complete the application and submit the listed materials to [katie.scally@sanjoseca.gov](mailto:katie.scally@sanjoseca.gov). Please use your full name as the subject of the email and send all documents described below as one attachment in your email.

1. Completed Application Form
2. Cover Letter
3. Current Resume
4. Two Writing Samples
5. Three References

Our office hosts three internship sessions. Please see the application dates below:

Session	Duration	Application deadline
Fall	September to December	July 15th
Spring	January to May	Nov. 15th
Summer	May to August	March 15th

Internship session desired  
(Please check one only):

Fall     Spring     Summer

Full Time or Part time:

Full Time     Part Time

Days and Hours available if part time:

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Full Name: \_\_\_\_\_

Current Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Academic Information

College/University currently enrolled:  
\_\_\_\_\_

School Address (City & State):  
\_\_\_\_\_

Registrar's Office Phone Number:  
\_\_\_\_\_

Anticipated date of graduation:  
\_\_\_\_\_

GPA: \_\_\_\_\_

Major: \_\_\_\_\_

Will you receive credits for this internship? If yes, how many?  
\_\_\_\_\_

Please list all organizations with which you are affiliated, along with all academic honors or activities:  
\_\_\_\_\_  
\_\_\_\_\_