

## **MICHIGAN LEADERSHIP DEVELOPMENT PROGRAM**

### **Winter 2005 Executive Office Internship Program**

The Office of Governor Jennifer M. Granholm is currently seeking students and recent graduates from all disciplines to apply for the Winter 2005 Executive Office Internship Program. Participants will work within the Governor's Executive Office, and will have the opportunity to gain exposure to all divisions within the office. Through meaningful work experience, this opportunity will provide a window through which to view potential careers, as well as insight into the workings of state government.

#### **Program Guidelines**

Openings for both full and part-time internships will become available in early January. The duration of internships, as well as the hours committed per week, will vary according to the needs of the office as well as each candidate's qualifications and availability. Though monetary compensation for winter interns will not be available, participants may be eligible to earn school credit for their participation (depending upon their educational institution).

Positions are primarily based in Lansing; however, **limited** placements are also available within our satellite offices, which are located in Northern Michigan (Marquette), Southeast Michigan (Detroit) and Washington, D.C. Please visit our website ([www.michigan.gov/mldp](http://www.michigan.gov/mldp)) and click on the "Satellite Offices" tab for additional information on placements in any of these locations.

The Office of Governor Jennifer M. Granholm embraces diversity and does not discriminate on the basis of race, color, gender, national or ethnic origin, religious affiliation, sexual orientation, or physical ability. The Office of the Governor and the State of Michigan are equal opportunity employers.

#### **Overview of Application Process**

To apply, interested candidates must complete the Winter 2005 Executive Office Internship Program Application. Applicants also must submit a copy of their resume and a 3-5 page writing sample along with their completed application.

All application materials should be sent directly to **Michigan Leadership Development Program, P.O. Box 30013, Lansing, Michigan, 48909, Attn: Internship Program Coordinator**. If you have any questions, need more information, or wish to request a reasonable accommodation, please call 517-373-3400 or fax 517-241-1707 between 8:30 a.m. and 5:00 p.m.; Monday through Friday.

#### **Rolling Admissions Policy**

Applications for the Winter 2005 Executive Office Internship Program are reviewed on a rolling basis. As soon as an application is complete, it is reviewed. This means that candidate selection decisions are made quickly. Consequently, we encourage you to apply as soon as possible.

Candidates will be notified as to the status of their application (whether they will be invited to interview or not) after their submissions have been processed. After completion of candidate evaluation process, invitations to join the Executive Office Internship Program will be extended.