



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

ADAM PAUL LAXALT
Attorney General

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Chief of Staff

COMMUNICATIONS INTERNSHIP APPLICATION

Please email your completed application to James Humm at jhumm@ag.nv.gov

Required Documents with Application:

- Resume
- Cover Letter
- Any press-related samples, if applicable

Deadline for Application:

- For Spring internship: October 1
- For Summer internship: April 1
- For Winter internship: June 1

SECTION 1: APPLICANT INFORMATION

Name:	
Mailing Address:	
Email Address:	
Phone Number:	

SECTION 2: PLACEMENT INTEREST

Office Locations you want to work in:	Semester you are applying for:
<input type="checkbox"/> Las Vegas <input type="checkbox"/> Carson City <input type="checkbox"/> Reno	<input type="checkbox"/> Spring (Jan. – April) <input type="checkbox"/> Summer (May – Aug.) <input type="checkbox"/> Winter (Sep. – Dec.)

How many hours per week would you be available to intern: _____

Are you seeking academic credit? _____

Proposed start and end dates: _____ to _____

SECTION 3: SHORT ANSWERS

Communication interns compile articles from news organizations, prepare press releases and media advisories, assist with responses to press inquiries, help with special projects and research on a wide range of statewide issues for communications and executive staff members, and assist in the preparation for press conferences which includes creation of background materials for media and general support. Communication interns work under the supervision of the Director of Communications.

Please provide a brief statement as to why you want to intern with the Nevada Attorney General’s Office:

Do you have any experience in communications? If yes, please describe in detail the extent of your experience, what you have learned through your experience, and how your knowledge can be applied to this internship:

Are you currently or have you been a reviewer or editor of any academic journals, or has any of your written work been published? If yes, please describe the process of becoming an editor, your current and past positions and the names of any essays or articles you have published:

SECTION 4: SKILLS

Please check all skills and abilities that apply to you:

- | | | |
|--|--|--|
| <input type="checkbox"/> Microsoft Outlook | <input type="checkbox"/> AP Style format | <input type="checkbox"/> Bilingual (_____ language) |
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Facebook | <input type="checkbox"/> Microsoft PowerPoint <input type="checkbox"/> Twitter |
| <input type="checkbox"/> Microsoft Publisher | <input type="checkbox"/> Other: _____ | |

SECTION 5: APPLICANT CERTIFICATION

Required: By signing my name on the signature line below, I am certifying that the statements made by me on this application form and attachments (if any), are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatement of fact, I am subject to disqualification and dismissal. I hereby certify that I am a United States citizen or legally authorized to work in the U.S. All statements made on this application, including employment information, are subject to verification as a condition of interning with the Nevada Attorney's General Office.

Applicant signature: _____ **Date:** _____