

Internship Opportunity in the offices of Senator Bond, Cape Girardeau, Missouri

Spring 2010; Summer 2010

Internship would include a set day/days and time each week.

Casual business wear expected

Able to answer phone and relate to constituents in a polite manner, excellent speaking voice

Greet constituents in office

Relay information in a non-partisan manner and work with a diverse group of people

Organize files

Student will be given a special project to start and finish in time of internship

Shadow staff to meetings and special events

Able to multi-task

Cheryl_Hill@bond.senate.gov