

# Forbes Tate Partners Internship Application

## Research & Policy Analysis (RPA)

### Spring 2024

#### About Forbes Tate Partners

Forbes Tate Partners (FTP) is a full-service public affairs consultancy specializing in bipartisan federal and state government relations, strategic communications, grassroots and grassroots advocacy, issue campaigns, and corporate development. As a mid-sized firm, we have the breadth and depth of personnel and experience to manage a portfolio of over 100 clients, but also the flexibility to provide our clients with attentive and highly personalized support.

#### Program Description

The FTP internship program offers students and recent graduates substantive, practical, and hands-on experience working at the nexus between the public and private sectors on some of the biggest policy issues facing our country. Working closely with staff, interns will utilize their deep understanding of the legislative process and their analytical, research, and writing skills to support the firm's bipartisan professionals across a wide range of topic areas including technology, agriculture, telecommunications, and more.

Research & Policy Analysis interns regularly have the opportunity to conduct legislative and policy analyses, attend and report on congressional hearings and briefings, and draft a broad array of research memoranda. This important work is used by FTP's principals and clients to inform and guide decision-making on issues.

#### Spring 2024 Program Details

- Start Date: January 8, 2024
- End Date: May 17, 2024 (flexible)
- Schedule: Monday through Friday, 9am to 5pm ET. Must be able to work 32-40 hours per week. **Please do not apply if you are unable to meet this requirement.**
- Salary: \$17.00/hour
- Location: **This internship is based in Washington, DC.** Interns will work from the FTP office Monday-Wednesday and work from home Thursday-Friday.

#### Qualifications

Ideal applicants have experience in media, communications, federal government, or public policy. They must have a keen attention to detail and exceptional writing abilities and interpersonal skills. Political experience, including work on Capitol Hill, within the executive branch, in-state/district offices or political campaigns, is preferred.

#### To Apply

Interested candidates should send resume, cover letter, and two professional writing samples (three pages maximum per sample) to [Internprogram@forbes-tate.com](mailto:Internprogram@forbes-tate.com), with the subject "Internship Program – Spring 2024". Emails should be addressed to the Intern Program Director. No calls please. Qualified candidates will be contacted for an interview. FTP is an equal-opportunity employer committed to building and maintaining an inclusive and diverse work environment.

**Applications will be assessed on a rolling basis until all spots are filled. Incomplete applications will not be reviewed.**

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## Personal Information

Name \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Number \_\_\_\_\_ Email Address \_\_\_\_\_

## Education

College/University \_\_\_\_\_ Graduation Date \_\_\_\_\_

Current Year or Post/Recent Graduate \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

Degree Program (ex. Bachelor of Arts in History) \_\_\_\_\_

Will You Be Taking Classes During This Session (Y/N)? \_\_\_\_\_ **If yes**, please include your **CONFIRMED** class schedule along with this application. If your schedule is unconfirmed, please note when you will have a final class schedule.

Career Goals (300 words or less):

How Did You Find Out About Our Program? \_\_\_\_\_

*Ex: Our Website, Brad Traverse/Tom Manatos, College, Current or Former Staff Member or Intern (write name), etc.*

List any academic and extracurricular clubs and organizations, professional societies, honor societies, etc.:

Earliest Start Date \_\_\_\_\_ Weekly Availability (ex: Mon – Fri 9am – 5pm) \_\_\_\_\_

## References

Please list two professional or academic references' contact information below (Name, Title, Phone & Email).

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