



# Armenian National Committee of America **CAPITAL GATEWAY PROGRAM**

Dear Applicant,

Thank you for your interest in the Capital Gateway Program. This program is designed to give qualified college students and graduates an opportunity to explore various part-time internship and full-time job opportunities in the nation's capital.

College students submitting applications will be considered for internship positions at the ANCA office or externship positions in Congressional offices, other government agencies or think tanks dealing with matters of public policy. Graduates submitting applications should have a keen interest in securing a position in government, politics, public service or the media. In each case, the ANCA Capital Gateway Program is prepared to offer our full resources to ensure that you have access to the best opportunities Washington DC has to offer.

Attached please find all the necessary application materials you need to guide you through the process. Please read them carefully and do not hesitate to contact us with questions. We look forward to working with you soon and good luck on your political journey!

Sincerely,

Serouj Aprahamian, *Director*  
ANCA Capital Gateway Program



## PROGRAM INFORMATION

Through the years, the ANCA has developed many relationships in and around Capitol Hill and identified a wide range of opportunities in the Washington, DC area. The ANCA Capital Gateway Program is designed to utilize these resources and contacts to help candidates identify and secure a permanent position or part-time internship that fits their interest and needs. The program also offers short-term housing to certain qualified applicants. To understand how you might best utilize this program, please read the options we offer below.

### **ANCA EXTENDED INTERNSHIP**

The ANCA accepts one intern per season at the ANCA office in Washington, DC. Applications are available only for the Fall, Winter and Spring seasons. Qualified college students could receive free housing as part of the ANCA Capital Gateway Program. Applicants should plan on interning in Washington, DC for a minimum of 8 weeks. Longer internships will be considered on a case by case basis. This candidate must go through the full Capital Gateway Program application process. The ANCA will be happy to work with interns to secure college credit for their internship upon request.

### **ANCA EXTERNSHIP**

The externship program is for college students seeking interim (non-paying) positions on Capitol Hill. The extern would be assisted in finding a position on Capitol Hill and would be expected to spend designated hours volunteering at the ANCA office during their stay in Washington. The candidate must go through the full Capital Gateway Program application process and could qualify for free housing through the program. Externs can seek positions at any time of the year, excluding the summer.

### **UNIVERSITY PROGRAMS**

We encourage students who attend universities that offer Semester-In-Washington programs to take advantage of the opportunities those programs offer. The ANCA Capital Gateway Program will assist students interested in participating in these programs in finding an internship on Capitol Hill that will serve their program's requirements.

### **ANCA JOB BANKING**

The ANCA will assist professionals in finding permanent work in Washington by offering our job bank and networking resources. This candidate must go through the full Capital Gateway Program application process and could qualify for free housing under the ANCA Capital Gateway Program given that s/he would be seeking work on Capitol Hill, with a government agency or a Washington-based institution. If the candidate finds work in Washington that does not fall under these requirements, a payment option for ANCA provided housing may be required. Candidates can seek job banking assistance at any time of the year, excluding the summer.



# GUIDELINES

Please follow these instructions so that you may begin your journey into our nation's Capitol!

## **APPLICATION**

Please fill out the application thoroughly and return it to the ANCA office with the following materials.

## **ESSAY**

The purpose of the essay is to better understand what type of work you are looking for. Your personal input is important to help us direct you to the right places. Please use the page provided in this packet to write a paragraph on the type of work you are looking for. This essay is also the best place to offer your personal background and motivations for applying to our program.

## **TRANSCRIPTS**

Please have your undergraduate school send a copy of your transcript. (For undergraduates only).

## **REFERENCES**

We request at least two references from people who know you best. One reference should be a member of your Armenian community who can speak about your involvement, experience and leadership in the community. The other reference should be either a professor or someone in your professional field.

## **RESUMÉ**

Your resumé will help us understand your experience and give us a better idea what type of position would suit you and where you would best serve.

*Send all the above application materials to the following address:*

ANCA Capital Gateway Program  
Att: Serouj Aprahamian  
1711 N Street NW  
Washington, DC 20036

## **PHONE INTERVIEW**

Once we receive all of your application materials, we will be contacting you for a phone interview.



# PROGRAM APPLICATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Birthdate: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Secondary School \_\_\_\_\_

Date of Graduation \_\_\_\_/\_\_\_\_/\_\_\_\_

Undergraduate School \_\_\_\_\_

Date of Graduation \_\_\_\_/\_\_\_\_/\_\_\_\_

Degree \_\_\_\_\_

Graduate School \_\_\_\_\_

Date of Graduation \_\_\_\_/\_\_\_\_/\_\_\_\_

Degree \_\_\_\_\_

Are you a member of any Armenian organizations?  Yes  No

Please specify: \_\_\_\_\_

Positions held: \_\_\_\_\_

Are you a member of any other organizations?  Yes  No

Please specify: \_\_\_\_\_

Positions held: \_\_\_\_\_

What position level are you looking for?

ANCA Extended Intern  ANCA Extern  Capitol Hill staffer/DC Think Tank

University Programs (only if offered)  Other \_\_\_\_\_

Desired arrival\*:  Fall  Winter  Spring  Summer  More specific: \_\_\_\_\_

\* Capital Gateway Fellows are accepted upon availability of space in the program. Please tell us when you would like to arrive and we will attempt to accommodate you as much as possible. For this reason, we also do not set deadlines for applications but ask that you submit this application at least 6 weeks prior to your desired arrival date.



# ESSAY