



**Wendy Sartory Link**  
Palm Beach County Supervisor of Elections  
VotePalmBeach.gov

**Internship Program Application** \*Must be a high school or college student\*

**Personal Information**

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Year in School: \_\_\_\_\_ Major (If in College): \_\_\_\_\_

**Emergency Contact**

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

**Disclaimer and Signature**

*My signature acknowledges that I affirm the information on this application is true and accurate to the best of my knowledge, and understand this internship is not a promise nor guarantee of full-time employment.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Overview

The Palm Beach County Supervisor of Elections Office oversees elections in Palm Beach County. The office administers County, State and Federal elections, while providing assistance and support for Municipal elections. Charged with upholding Florida's election laws in the county, the office registers eligible voters, qualifies candidates for office, staffs polling locations, and provides voter outreach education and information. This internship program is intended to allow students to explore and learn about the election process through the practical application of skills in each of our different departments.

## Specifications

This internship will focus on the voting processes that occur at the Palm Beach County Supervisor of Elections office. Students majoring in Political Science, Public Administration, Public Policy, Communications, Information Technology, and Logistics-related fields are encouraged to apply; however, all majors are eligible and will be considered.

Be aware that a condition of acceptance is that interns are required to work the entirety of the 9-week program cycle. There will be an optional 10<sup>th</sup> week based on your final assignment within the program. **If you will be taking vacation during the course of the internship program, please let us know at the time you submit your application. Vacation time cannot exceed 5 days or be from May 30, 2023, to June 9, 2023.**

It is possible that required trainings and activities may happen outside of our Main Office location. We recommend having a reliable form of transportation.

Please contact Leila Basili at [leila@votepalmbeach.gov](mailto:leila@votepalmbeach.gov) for more information.

## Supplementary Materials

The following must be provided along with this application:

- 1) A copy of your current resume
- 2) A head shot, for our internal intern directory
- 3) A personal statement (1-2 pages, double-spaced) addressing the following questions:
  - i. What interests you most about an internship with the Elections Office?
  - ii. How would an internship with our office contribute to your professional and academic development?
  - iii. What skill sets do you possess that you believe will contribute the most to our organization?

The following are optional, but may be presented with your application:

- 1) A letter of recommendation
- 2) A cover letter

## Deadline

Applications will be due by **April 14, 2023, by 5 P.M.** The internship is expected to run from May 30, 2023, to July 28, 2023. The optional 10<sup>th</sup> week will be from July 31, 2023 to August 4, 2023.

Completed applications can be emailed to Leila Basili at [leila@votepalmbeach.gov](mailto:leila@votepalmbeach.gov)