



# Office of the Indiana Secretary of State

## 2012 Summer Communications Internship Application



Dear candidate,

Thank you for your interest in the 2012 summer internship program at the Office of the Indiana Secretary of State. Secretary White is excited and proud when young Hoosiers take an interest in their government. He applauds those who choose to take an active role in continuing to make Indiana a national leader in election reform, business services and Hoosier financial investment protection.

Below are the requirements and steps to take for a successful completion of the internship application.

### **Requirements:**

- Candidate should possess strong writing skills in several different formats, including:
  - Press releases
  - Business writing
  - Persuasive writing
  - Journalistic writing
  - Online writing
- Candidate must receive college credit – a \$2,000 stipend will be allocated.
- Candidate should possess strong time and project management skills.
- Candidate should be able to perform well under pressure.
- Candidate must have a solid understanding of the media and mass communication fields.
- A candidate with knowledge in marketing, public relations and/or digital media is a plus, but not required.

### **Materials for submission:**

- Candidate must submit at least three (3) recent – one year or less – writing samples.
- At least three school or professional references.

**Please, send all materials to:**

Todd W. Darroca, Director of Marketing  
200 W. Washington St. Room 201, Indianapolis, IN 46204.

or by e-mail through a PDF attachment to [tdarroca@sos.in.gov](mailto:tdarroca@sos.in.gov).

All materials must be **received** by Friday, March 2, 2012.

Thank you for your interest and we look forward to reviewing your materials.