



ANCA Hovig Apo Saghdejian **CAPITAL GATEWAY PROGRAM**

Dear Applicant,

Thank you for your interest in the ANCA Hovig Apo Saghdejian 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 internships at the ANCA office or externships 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 Hovig Apo Saghdejian Capital Gateway Program is prepared to offer our full resources to ensure that you have access to the best opportunities in Washington, DC.

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.

Sincerely,

Raffi N. Karakashian, Esq.
ANCA Hovig Apo Saghdejian
Capital Gateway Program Director



ANCA Hovig Apo Saghdejian CAPITAL GATEWAY PROGRAM

Launched in 2003, the ANCA Hovig Apo Saghdejian Capital Gateway Program (CGP) seeks to attract young Armenian American professionals to Washington, DC for permanent employment or temporary internships. 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 CGP 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. To understand how you might best utilize the CGP, please read the four options outlined below.

CAREER SERVICES

The CGP provides a professional platform for young Armenian Americans to explore public policy career opportunities in Washington, DC. The Program has been structured into two sessions per year - Winter Session (January) and Fall Session (September). CGP Fellows are offered three months of free housing at the ANCA Martha Aramian Armenian Cultural Center. A series of Enrichment Seminars on resumes, cover letters, networking, interviewing, professionalism, and "How to DC" is organized by the Capital Gateway Program Advisory Committee (CGPAC). Each Fellow partners with a mentor, who provides individualized job search guidance. The program is designed for recent graduates serious about pursuing a career in public policy and committed to the hard work of securing their first professional position. The ANCA does not guarantee that each CGP Fellow will find a full-time position within three months, but does make every effort, through the work of the ANCA staff and the CGPAC, to provide the necessary tools and guidance for each Fellow to secure gainful employment.

INTERNSHIP

The ANCA accepts interns at the ANCA office in Washington, DC throughout the year. Those interested in applying for a summer internship must complete the ANCA Leo Sarkisian Internship application and apply through the ANCA Eastern Region or the ANCA Western Region office. All others must complete this application and should plan on interning in Washington, DC for a minimum of 8 weeks. The ANCA will be happy to work with interns to secure college credit for their internship.

EXTERNSHIP

The externship program is for college students seeking temporary 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.

UNIVERSITY PROGRAMS

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

THE ARMENIAN NATIONAL COMMITTEE OF AMERICA

The Armenian National Committee of America is committed to representing the views and advancing the values of the Armenian American community. Since its founding, the ANCA's success in giving voice to Armenian American aspirations has been its ability to build a solid grassroots base by engaging Americans of Armenian heritage at all levels of the US political process. Today, resting upon a rock-solid foundation of community support, the ANCA operates a first-class Washington, DC lobby and a broad-based grassroots network that has earned a well-deserved reputation as one of the country's most powerful ethnic lobbies.

Parallel to the unswerving commitment that has driven the growth of the ANCA's advocacy capabilities in Washington, DC is our equally ardent interest in seeing an increasingly large number of qualified Armenian Americans start careers in politics, government, and the media in our nation's capital.



GUIDELINES

APPLICATION

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

ESSAY

Applicants must submit a one page essay in which they offer their personal background and motivations for applying to the CGP. Please describe in detail why you are interested in career or internship opportunities in Washington, DC.

RESUMÉ

Applicants must submit a resume.

TRANSCRIPTS

Applicants must submit all college and university level transcripts. Unofficial copies are acceptable. Transcripts may be sent separately from the other materials.

RECOMMENDATIONS

Applicants must submit two letters of recommendation. One reference should be from a member of your Armenian community who can speak about your involvement and experience in the community. The other should be either a professor or someone in your professional field who can attest to your skills and interests. Letters of recommendation may be sent separately from the other materials.

Send all the above application materials to the following address:

Raffi Karakashian
ANCA Hovig Apo Saghdejian Capital Gateway Program
1711 N Street NW
Washington, DC 20036

INTERVIEW

Applicants will be contacted for a Skype interview once all portions of the application have been received - application form, essay, resume, transcripts, and letters of recommendation.



APPLICATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Tel: _____

Date of Birth: _____ Citizenship: _____

Undergraduate School _____

Date of Graduation _____

Degree _____

Graduate School _____

Date of Graduation _____

Degree _____

Are you a member of any Armenian organizations? Yes No

Names of Organizations: _____

Positions held: _____

Are you a member of any other organizations? Yes No

Names of Organizations: _____

Positions held: _____

What position level are you looking for?

- Career Services Internship Externship
 University Program Other _____

Session: Winter (January) - November 15 deadline - Year _____

Fall (September) - July 15 deadline - Year _____

*Applications submitted after the deadline may be considered based on housing availability.