

**Office of Assemblywoman Sharon Runner
Fall 2006**

Executive Summary

I really enjoyed my internship at Assemblywoman Sharon Runner's Capitol office. I had an unforgettable experience and had the opportunity to meet a lot of great people, develop contacts, and learn a variety of new skills. The working environment was excellent, the staff was friendly and courteous, and there was very little direct supervision allowing for a lot of independence in managing my responsibilities. My responsibilities primarily dealt with answering constituent mail. There was a short learning curve associated with it but I was able to pick it up quickly and I learned a lot as I did the research for the letters. I had other minor tasks as well. Apart from running errands for the other staff members, I was also responsible for filing news clippings of Assemblywoman Runner from local newspapers and writing congratulatory letters on occasions such as retirements, promotions, birthdays, anniversaries, etc for prominent citizens of her district.

Answering constituent mail can get tedious after a while but the occasional errands and other small projects do break up the monotony. Just being in the capitol office is a great experience because you end up soaking in a lot of knowledge about the legislative process, the major bills, the politics, etc. The laidback atmosphere in the office suited me well as there was no pressure to get things done fast allowing me to complete them at my own pace. I would definitely recommend an internship at Assemblywoman Sharon Runner's office and it will be a good stepping-stone for a future career in politics.