



Conservative Intern Workshop Agenda

The Leadership Institute 1101 N Highland St, Arlington, VA 22201

Wednesday, July 20th

Welcome & Opening Remarks

9:00 – 9:15 AM

What is Means to be a Conservative with Senator Jim DeMint

Hon. Jim DeMint, Former U.S. Senator for South Carolina, and Current chairman of the Conservative Partnership Institute

9:15 – 9:45 AM

Intern Coordinator Panel

Aly Martin, Intern Coordinator for the Leadership Institute

Caleb Seals, Director of Student Interns at Family Research Council

Cari Lancaster, Intern Coordinator for the Media Research Center

Alyssa Burleson, Administrative Director for Senator Cynthia Lummis

9:45 – 10:30 AM

- Overview of internships in media, policy, and government
- Qualities of competitive candidates and resulting opportunities
- Q&A

BREAK

10:30 – 10:45 AM

Resume Rundown

Kirsten Holmberg, Director of Political & Fundraising for the Leadership Institute

10:45 – 11:30 AM

- How to get your resume noticed
- Common resume faux pas
- Cover letter overview

Dress for Success

Leah Nalepa (Whetstone), Manager of Professional Development for Hillsdale College in D.C.

11:30 AM – 12:15 PM

- How to use your intern budget to impress with your wardrobe

LUNCH

12:15 – 12:45 PM

Job Opportunities in the Public Policy Arena

12:45 – 1:30 PM

- Finding your way through opportunities in the Conservative Movement

Personal Finance/Surviving DC

1:30– 2:15 PM

- How to survive DC on an Intern's salary
- Taking care of the money you earn

First Impressions

Matthew Hurt, Director of Graduate Relations at the Leadership Institute

2:15 – 3:00 PM

- Parlaying your first impression into a lasting impression

BREAK

3:00 – 3:15 PM

Networking Your Way to Success

3:15 – 4:15 PM

- Networking 101 tips and techniques
- Building your reputation and lasting relationships
- Meeting the right contacts

Leading without Authority

4:15 – 5:00 PM

- Seeing yourself as a leader
- Ways to stand out when you are not in a leadership position

Career Panel

Caleb Pascoe, Career Services Coordinator for the Leadership Institute

Jeyben Castro, Deputy Director for the House Office of Diversity and Inclusion at the U.S. House of Representatives

Ross Hougham, Phillip N. Truluck Center Program Manager at the Heritage Foundation

5:00 – 5:45 PM

- Advice on the job seeking process
- Resources to find jobs in the movement, in Washington, D.C. and across the nation
- Question and answer session

Networking Hour

5:45-6:30 PM

Adjournment 6:30 PM