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County of King William, Virginia

January 18, 2024

Dr. Jonathan Leib
Old Dominion University
Political Science & Geography
7000 Batten Arts and Letters
Norfolk, VA 23529

RE: Internship with King William County

Dear Dr. Leib:

King William County is looking for students interested in municipal government and Political Science to offer them of internship opportunity. King William County is the fastest growing County in the Middle Peninsula. We are committed to administering a successful and efficient program that will allow interns to make a positive contribution to the community while gaining valuable work experience in their field of study. During their time with the County, interns will experience networking and professional development opportunities, gain professional experience, and learn about the mission and vision of King William County.

This is a great opportunity for college students interested in learning more about local government to gain some “real world” experience. This internship program will give students a realistic preview of what it is like to work in local government and provide them with an opportunity for a hands-on experience with County staff while learning about local government and gaining professional experience as they continue their education.

Intern responsibilities would include but not be limited to conducting research, planning, and land development; actively participating and attending Planning Commission, Board of Zoning Appeals, and Board of Supervisors meetings; and collaborating with various internal and external offices. This will provide a greater awareness and understanding of the day-to-day duties and responsibilities of Planning Departments.

If you have students interested in working as an intern with the County, please have them submit a current resume along with a cover letter which includes why they would like to participate in the internship, and the programs, subject matters, and long-term goals in which they are interested.

We look forward to working with your students and showing them our wonderful County. If you have any questions, please do not hesitate to contact us.

Sincerely,

Sherry L. Graham
Director of Planning

cc: Percy Ashcraft, County Administrator