

Prospective Senate Pages: Application Tips

The following information addresses the most commonly asked questions by prospective applicants and their families regarding the Senate Page Program. You are strongly encouraged to thoroughly consider this information before starting an application.

The Virginia General Assembly is a bicameral legislature. The House Page Program, administered by the House Clerk's Office, is a separate program that requires completion of a different application. In addition, the selection process, program components and protocols for the House Page Program differ from the Senate.

Completing Your Senate Page Application

All components of the application must be completed by the applicant, with the assistance of parents/legal guardians, by the deadline stated within the application material. Applicants should make sure all components of their application are neat, legible and accurate.

Application requirements typically include the following:

- Standard applicant information.
- School endorsement form: signed by the appropriate school personnel. That form is located within the application.
- One essay question (applicants will have a choice of questions to answer).
- One short answer question.
- Resume of extracurricular activities and other academic or civic recognitions.
- Two letters of recommendation (see additional information below).

Letters of Recommendation

As you consider the people from whom you will request a letter of recommendation, please keep in mind the following:

- A strong recommendation includes introductory, supporting and concluding paragraphs on a standard 8 ½" x 11" piece of paper or letterhead. **Please make sure the person writing a recommendation signs the letter and includes a preferred method of contact.**
 - The Purdue University Online Writing Lab provides guidance on how to write a basic business letter: [click here to access](#).
 - Letters of recommendation from family members are prohibited.
 - The recommendation letter should be addressed to the State Senator who represents the Virginia Senate district in which the applicant is a resident. If your Senate District is vacant, the letter should be addressed to the Clerk of the Senate. **Please note: your State Senator is not one of the two U.S. Senators who represent Virginia in Congress.** In an election year, letters of recommendation should be addressed to the State Senator who currently represents your Virginia Senate district.

Letters to the Clerk of the Senate should be addressed as follows:

The Honorable [First name and last name here]
Senate Clerk's Office
State Capitol
P.O. Box 396
Richmond, Virginia 23229

Dear Clerk [last name here],

Letters to your State Senator should be addressed as follows:

The Honorable [First name and last name here]
[Address]
[City], Virginia [Zip code]

Dear Senator [last name here],

Mailing addresses for district offices are available online: [click here to access*](#)

**Click on the name of your Senator and look for "district address" on the right side of the page.*

Before You Submit Your Senate Page Application

Again, make sure the information you provide on your application is neat, legible and correct.

The most common mistakes made by applicants in recent years include attaching House letters of recommendation and House forms to their Senate application. Applicants are encouraged to check and double check their application before submitting.

For more information, please contact:

Senate Clerk's Office
State Capitol
P.O. Box 396
Richmond, Virginia 23229
(804) 698-7410
pageinfo@senate.virginia.gov

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