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**House Vacancy Announcement and Placement Service (HVAPS)**

B-235 Longworth House Office Building  
Washington, D.C. 20515  
202-226-5836

Vacancy Bulletins are available for pick-up in  
Longworth HOB - B-227 (CAO First Call Customer Service Center) or  
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To Subscribe or Unsubscribe to the Vacancy Listserv visit:

<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

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**INTERNSHIP VACANCY LISTING**  
**Week of May 16, 2016**

- MEM-147-16** California Democrat seeks a full-time **intern** for summer 2016. Individuals should be friendly, detail-oriented with strong interpersonal and writing skills. Duties include answering phones, greeting visitors, opening/sorting the mail, compiling news clips, writing press releases, drafting constituent correspondence, arranging tours and other projects as necessary. California ties and Spanish proficiency preferred. This is a paid internship to conclude July 31. Please send resume, cover letter and two writing samples to CAJobs@mail.house.gov. Please no phone calls or drop-ins.
- MEM-146-16** The Office of Congresswoman Debbie Wasserman Schultz (D-FL) has openings for full-time and part-time **interns** to support our administrative, legislative, and press teams. Responsibilities include: researching legislative issues, attending legislative briefings and hearings, answering phone calls, processing constituent mail, giving Capitol tours, assisting with communications and media materials.

Applicants should be enthusiastic, reliable, professional, hardworking, and have strong writing and communication skills. South Florida ties are preferred, but not required. Internships begin in late August/early September and run through the

semester. These positions are unpaid. Interested candidates should submit a resume, cover letter, and one-page writing sample to [RepDWSresumes@gmail.com](mailto:RepDWSresumes@gmail.com) by July 11. Location: Washington, DC.

- MEM-139-16** The office of a New York Congressman seeks an unpaid full-time press **intern** with exceptional writing and editing skills. Duties will include: authoring interesting and creative content for the website on various topics and other tasks as assigned. The intern must be highly motivated and have excellent writing and communication skills. All interested and qualified candidates should email a resume and two writing samples. Please submit all inquiries with the subject “Press Internship” to: [NY.ResumeInbox@mail.house.gov](mailto:NY.ResumeInbox@mail.house.gov).
- MEM-138-16** Energetic New York Democrat is seeking a highly motivated legislative **intern** to join his Washington, DC office for a part time unpaid internship this summer. Candidates should possess a professional and courteous demeanor, interest in the legislative process, excellent communication skills, the ability to multi-task, attention to detail, and a sense of humor. Main responsibilities include, but are not limited to, attending Congressional briefings, responding to constituent correspondence, assisting with flag requests, and general office duties. Candidates with New York ties and previous internship/work experience are strongly encouraged to apply. Please e-mail a resume, cover letter, and a short writing sample to [NY.ResumeInbox@mail.house.gov](mailto:NY.ResumeInbox@mail.house.gov). Equal opportunity employer. No calls or walk-ins please.
- MEM-137-16** Energetic NY Freshman Democrat is seeking a highly motivated **Legislative Fellow** to assist with a number of issues, including criminal justice, intellectual property, and financial services. Responsibilities include analyzing policy issues, drafting memos, researching policy positions, and assisting extremely active legislative staff as needed. The ideal candidate should possess strong communication skills, attention to detail, and the ability to operate in a fast-paced environment. Candidates with New York ties and previous internship/work experience are strongly encouraged to apply. This fellowship is unpaid but is eligible for school credit where applicable. Please e-mail a resume, cover letter, and a writing sample to [NY.ResumeInbox@mail.house.gov](mailto:NY.ResumeInbox@mail.house.gov) with “Legal Fellowship” in the subject line. Equal opportunity employer. No calls or walk-ins please.
- MEM-136-16** The office of Congressman Jim Costa is seeking **interns** who are interested in gaining hands-on experience in a congressional office. In our Washington office, internships allow individuals to actively observe the legislative process while participating in the administrative operations of a congressional office. Intern responsibilities include attending hearings, researching legislative issues, responding to constituent inquiries, processing tour and flag requests, opening and routing incoming mail, giving tours of the Capitol, and performing general office duties. Qualified candidates should have exceptional writing skills, strong

communication skills, the ability to work in a fast paced working environment, and have an interest in learning more about the legislative process.

Please email a resume, cover letter, and writing sample to  
[Resumes.CostaInterns@mail.house.gov](mailto:Resumes.CostaInterns@mail.house.gov).

**MEM-134-16** The Democratic Staff of the Committee on Science, Space and Technology is seeking **interns** for the summer starting in May. Interns are asked to work with staff to help prepare for committee hearings and markups. Interns will work on substantive research projects and press matters. Additionally, interns are critical to the daily operation of the office including tasks such as answering phones, greeting visitors, and filing official documents.

Interested applicants should visit the Committee's website at  
<http://democrats.science.house.gov/internships>. Please fill out the application provided and send in a resume.