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

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

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Job Line: 202-226-4504

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**INTERNSHIP VACANCY LISTING**

**Week of September 8, 2015**

**MEM-280-15** Midwest Democrat is seeking **interns** for the fall 2015 semester. Interns will work in a fast-paced Congressional Office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Interns will have the opportunity to conduct legislative research, assist with correspondence, as well as attend some Capitol Hill briefings, congressional hearings, and press events. Intern responsibilities will also include greeting constituents, handling constituent phone calls, opening and sorting mail, giving Capitol Tours, and assisting staff with administrative tasks. This internship is unpaid.

*Qualifications:*

Interns must have a good attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be able to find information with little assistance, be able to work both independently as well as part of a team, and have strong attention to detail. Applicants should have working knowledge of current events and policy topics, as well as an interest in American Government, fiscal issues, education and reproductive rights.

Wisconsin ties a plus.

*Requirements:*

Interns must be able to commit to at least two full days per week (9:00 am-6:00 pm).

Please submit resume and 2 one page writing samples to [Nairobi.cratic@mail.house.gov](mailto:Nairobi.cratic@mail.house.gov) by September 18, 2015.

**MEM-279-15** Congressman French Hill (AR-02) has available full-time and part-time, unpaid **internships** for the 2015 Fall and 2015 Winter semesters in his Washington, D.C. office beginning immediately. Interns will work in a fast-paced Capitol Hill office, gaining valuable exposure and knowledge of the legislative process and the U.S. Congress. Intern responsibilities include greeting constituents, answering constituent phone calls, opening and sorting mail, guiding U.S. Capitol building tours, and assisting staff with administrative tasks. Interns also will have the opportunity to conduct legislative research and assist with correspondence, as well as attend Capitol Hill briefings, congressional hearings, and press events.

Interns will have a positive attitude, strong work ethic, and excellent written and oral communication skills. Social media and other communications experience a plus. Successful interns will be self-starters, take and listen to direction, and be able to work both independently and as part of a team. Applicants should have working knowledge of current events and policy topics as well as a willingness to assist with daily office tasks. Arkansas ties strongly preferred.

Those interested please send resume and cover letter to [ar02.applications@mail.house.gov](mailto:ar02.applications@mail.house.gov).

**MEM-278-15** Congresswoman Mimi Walters (CA-45), a Republican freshman member who holds a GOP leadership position, seeks part-time **interns** to start immediately in her DC office. Responsibilities will include but are not limited to administrative duties, legislative research, helping with mail, assisting with tours and other constituent services.

Preference is for an individual who can work part-time from now through December. California ties are preferred, but not necessary.

If interested please send a resume and a brief cover letter to [InternshipsCA45@gmail.com](mailto:InternshipsCA45@gmail.com) with "Internship Application" in the subject line.

**MEM-277-15** Congressman Jim Renacci (R-OH) seeks part time/full time hard working **intern** for fall 2015. Responsibilities include, but aren't limited to, answering phone calls, assisting with the mail program, providing constituent tours, attending various briefings, and providing research for the legislative staff.

Qualified candidates will have exceptional writing skills, strong communication skills, ability to work in a fast paced working environment, and have an interest in learning more about the legislative process.

Send a resume and a cover letter to [Stephen.Hostelley@mail.house.gov](mailto:Stephen.Hostelley@mail.house.gov). Ohio candidates are strongly preferred.

**MEM-275-15** Northeastern House Democrat seeks a full-time **intern** to start immediately in Washington, D.C. office. Duties will include drafting constituent correspondence, sorting mail, answering telephones, attending legislative briefings, assisting the legislative staff with research, and other tasks as assigned. Ideal candidates will have strong written and verbal communications skills, the ability to multi-task, and a positive attitude.

Please email cover letter, resume, and availability to [housedeminterns@gmail.com](mailto:housedeminterns@gmail.com).

**MEM-274-15** The Committee on Education and the Workforce, Democratic Staff is currently seeking undergraduate **interns** for Fall 2015. Interns perform a variety of tasks that support the staff in our legislative and media work. Legislative tasks may include, but are not limited to, legislative research, assembling information, assisting staff during hearing and markup preparation and execution, and attending hearings, markups, briefings and meetings. Media work may include assisting staff to organize and staff Committee press conferences and assisting with the production of daily news clips relating to Committee's issues. Undergraduate Interns are also trained to perform administrative duties, such as answering phones, and sorting and distributing mail.

Applicants should be able to start in September and commit through mid-December.

Interested applicants should email their cover letter and resume to [jobs\\_ewdems@mail.house.gov](mailto:jobs_ewdems@mail.house.gov). Please visit our website at <http://democrats.edworkforce.house.gov/about/internships> for more information.

**MEM-272-15** The office of Congressman Jeff Fortenberry (NE-01) is seeking full and part-time **interns** for the fall semester in its DC office. Interns engage in a variety of tasks, and their responsibilities are assigned based on interests, capabilities, and the needs of the office. Interns will have the opportunity to hone their legislative research and writing skills and interact with senior legislative staff; attend hearings and briefings on Capitol Hill; assist with media/communications tasks and gain proficiency in IQ; and participate in our office's top priority, constituent outreach, by leading tours, greeting visitors, and answering phones. Exceptional interns in the past have gotten opportunities to write constituent letters and contribute to constituent and staff meetings on and around Capitol Hill.

If you are interested in applying for one of the most robust internship programs on the Hill, please submit a cover letter including the reason you would like an internship in Congressman Fortenberry's office, your résumé, two writing samples, and references to [NE01internships@gmail.com](mailto:NE01internships@gmail.com).

**MEM-271-15** The Office of Congressman Paul D. Tonko offers unpaid **internship** opportunities for students and recent college graduates seeking to gain a better understanding of the legislative process. Interns in our office are offered a comprehensive learning opportunity that goes above and beyond a normal internship on Capitol Hill.

Part of an intern's responsibilities in our office are fairly typical, including answering phones and helping with our mail program. However, they are also offered the opportunity to research and draft constituent correspondences on a wide variety of issues, provide Capitol tours to constituents, attend briefings both for staffers and for their own learning purposes, and assist with research for legislative staff members.

Every intern plays a critical role in the day-to-day operation of the office, and staff members do everything they can to ensure they receive a beneficial and rewarding experience here in our office.

Ideally looking for an intern who can start immediately or in early September and can intern at least 3 full days a week. Full-time preferred.

If you have any questions regarding our internship program, please do not hesitate to contact James Johnson by email at: [james.johnson@mail.house.gov](mailto:james.johnson@mail.house.gov) or by phone at (202) 225-5076.

**MEM-270-15** The office of a New York Congressman seeks an unpaid 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-269-15** Energetic New York Democrat is seeking a highly motivated legislative **intern** to join his Washington, DC office for a part time unpaid internship this fall. 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 and hearings, responding to constituent correspondence, drafting policy memos, 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-268-15** Arizona Republican is seeking fall semester **interns** for his Washington D.C. office. Duties of interns include answering telephones, greeting visitors, conducting tours, sorting mail, and assisting staff members with projects as needed. Applicants should be organized, should have strong time management and writing skills, and should be able to complete tasks with minimal supervision. Arizona ties and previous Hill experience a plus but not required.

Please send a cover letter, one-page resume, and a two- to three-page writing sample to [GOPinternshipAZ@gmail.com](mailto:GOPinternshipAZ@gmail.com) with "Internship Application" in the subject line. No phone calls please.

**MEM-267-15** The office of Congresswoman Jackie Walorski (IN-02) is seeking a full-time communications **intern** for her Washington D.C. office for Spring of 2016. Ideal candidate must possess strong writing skills, be detail-oriented and professional. Intern will work directly with the communications director and members of the media.

Responsibilities would include writing releases, monitoring social media and developing media strategies. Position is unpaid and serves to provide professional and educational value to participants.

Office is flexible in allowing interns to attend hearings and briefings as well as work with LA's on issues of their interest. Potential applicants must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. Candidates with photography and graphic design experience strongly encouraged to apply.

Please send resume and cover letter to [internship.in02@gmail.com](mailto:internship.in02@gmail.com). No phone calls, please.

**MEM-266-15** The office of Congresswoman Jackie Walorski (IN-02) is seeking full-time **interns** for her Washington D.C. office for Spring of 2016.

Ideal candidate would be professional, dependable and possess a strong writing skills and work ethic. Responsibilities include phone assistance, constituent correspondence, Capitol tours and other legislative projects. Positions are unpaid and serve to provide professional and educational value to participants.

Office is flexible in allowing interns to attend hearings and briefings as well as work with LA's on issues of their interest. Candidates must be willing to work in a fast-paced environment and be interested in learning more about the legislative process.

Please send resume and cover letter to [internship.in02@gmail.com](mailto:internship.in02@gmail.com).  
No phone calls, please.

**MEM-260-15** The Office of Congresswoman Tulsi Gabbard (HI-02) is seeking a full- or part-time national security **intern** for Fall 2015. This is an unpaid position in the Congresswoman's Washington, D.C. office.

Candidates should be well-organized, have good oral and written communication skills, and possess a strong interest in learning about the legislative process, homeland security, defense, and intelligence issues. The intern will assist in the day-to-day operations of a D.C. Congressional office by supporting staff members with constituent communication, and will also assist with legislative research and administrative activities.

National security policy experience and Hawaii ties are appreciated but not required. Interested candidates should send a resume and cover letter detailing availability to [Christine.Wagner@mail.house.gov](mailto:Christine.Wagner@mail.house.gov) with "Fall 2015 Internship Application" in the email subject line. Applications will be considered on a rolling basis. No calls or walk-ins please.

**MEM-259-15** The district offices of Congressman Rod Blum (R IA-01) are seeking candidates for an unpaid **internship** to assist with day-to-day operations in Cedar Rapids, Dubuque, or Cedar Falls, Iowa. Responsibilities include administrative office duties, researching legislation, planning and attending district events, recording constituent input, and attending meetings throughout the district. Part-time or full-time positions are available.

The ideal candidate will be professional, responsible, have strong writing skills, and above all, be dedicated to upholding the principles of the Constitution.

Interested applicants should send their resume and cover letter, including desired office placement, to: [Alexah.Rogge@mail.house.gov](mailto:Alexah.Rogge@mail.house.gov).

**MEM-258-15** The Office of Congresswoman Ann McLane Kuster (NH-02) is seeking qualified candidates to **intern** full time and part time in our Washington, D.C. office. Interns will have a chance to experience first-hand the operations of a U.S. Congressional office, learn about the legislative process, and gain Capitol Hill experience.

Responsibilities include administrative tasks such as answering phones, welcoming guests, and leading constituent tours.

In addition, interns will be required to conduct legislative research, draft constituent correspondence and vote recommendations, attend briefings and hearings and other projects as needed.

Candidates should have excellent writing and communication skills, strong organizational abilities, a good work ethic, an ability to work independently, and a drive to take initiative. Candidates with ties to the Northeast—especially New Hampshire—are preferred, but not required.

If candidates have any questions or wish to apply, please send a cover letter, resume, writing sample, and references to [NH02.Internship@mail.house.gov](mailto:NH02.Internship@mail.house.gov). Please include “Last Name, First Name - Internship Application” in the subject line and include your available start and end dates and weekly schedule in the email.

**MEM-257-15** The Office of Congressman Curt Clawson (R-FL) is seeking full-time and part-time **interns** for the 2015 fall semester (August – December) in its Washington, D.C. location.

The ideal candidate will have excellent research and writing skills, be able to multi-task, and interact well with constituents. Interns will have the opportunity to gain experience working on Capitol Hill, learn about the legislative process, and attend briefings of interest. Responsibilities include answering the phone, guiding tours of the Capitol, assisting with constituent correspondence, and supporting the legislative and communications staff on various projects.

Internships are unpaid, but the office will fill out any necessary forms for students to receive academic credit.

Hours are 8:30 – 5:30 on available days, ideally Monday/Wednesday or Tuesday/Thursday with alternate Fridays.

Please contact [Emily.Manning@mail.house.gov](mailto:Emily.Manning@mail.house.gov) with a resume and one-page writing sample to apply.

**MEM-256-15** Senior New Jersey Republican Congressman is seeking **interns** for his Washington, DC office.

Applications being accepted for Fall semester, and throughout the year.

Intern duties will include, but are not limited to: answering constituent letters on various issues, researching legislation for the Member and legislative staff, attending hearings and briefings and answering phones. Interns will also conduct Capitol tours for visitors.

Interns will learn about the legislative process and the many other functions of a Congressional office.



Candidates must be highly motivated; detail oriented, and possess strong communication and organizational skills, while having a strong work ethic to complete tasks on a deadline.

The internship is unpaid.

Interns can receive college credit based on policy of the educational institution. Flexible work schedules are available, but full days preferred.

Please send resumes and cover letters to Stephen Bradford at [NJ05Internship@mail.house.gov](mailto:NJ05Internship@mail.house.gov).

**MEM-253-15**     **Internships** are available with the House Budget Committee Democratic staff throughout the year and typically last the length of a college semester.

Primary responsibilities include answering phones, reviewing budget news articles, conducting research, preparing for Committee events and working with budget analysts on special projects. Interns will have the opportunity to participate in Budget Committee briefings, hearings and markups. In addition, interns are encouraged to attend events held by other committees. Preference will be given to applicants who have completed at least two years of undergraduate education.

Ideal candidates can work full time from 9:00 am to 6:00 pm, Monday through Friday, or a minimum of four days per week.

To apply please send a cover letter, resume, and writing sample via email to [budget.democrats@mail.house.gov](mailto:budget.democrats@mail.house.gov).

**MEM-252-15**     The Office of Rep. Tom Graves (GA-14) is seeking full and part-time **interns** for fall 2015 in our Washington, D.C. office. Applicants should possess strong written and verbal communication skills and a strong work ethic. Intern responsibilities include, but are not limited to, assisting the staff with general office duties, answering phones, responding to constituent mail, researching legislative issues, leading Capitol Hill tours, and attending briefings and hearings.

Interested candidates should send a cover letter and resume to [Ryan.Diffley@mail.house.gov](mailto:Ryan.Diffley@mail.house.gov), please use the subject "Fall 2015 Intern".

**MEM-250-15**     Congressman Mike Honda represents California's 17th Congressional District, which includes much of Silicon Valley. He serves on the prestigious Appropriations Committee's subcommittees on Commerce, Justice, and Science and on Energy and Water. He is a champion of progressive ideals has a strong focus on education, civil rights, and science and technology policy. Democratic Congressman Mike Honda is seeking **interns** for the fall.



Interns will:

- Assist with office administrative tasks including, sorting incoming mail, greeting visitors, and answering the telephone.
- Assist in the preparation of letters to constituents.
- Perform legislative research.
- Respond to requests from constituents.
- Attend briefings, hearings, and special events.
- Sit in on meetings with stakeholders.
- Gain valuable Hill experience and learn about the legislative process.

Candidates with full-time availability are highly preferred.  
Additionally, ties to the Bay Area and additional languages are preferred.

POC for resumes submission: [Bayareademocrat@gmail.com](mailto:Bayareademocrat@gmail.com).

**MEM-247-15** Congresswoman Diana DeGette (CO-01) seeks undergraduate or graduate students for full-time or part-time unpaid **internships** in her Washington, DC office. As a fast-paced office for an active member of the Democratic leadership, we expect a lot from our interns and pride ourselves on an excellent internship program. Duties include, but are not limited to, answering phones, sorting mail, attending briefings, drafting constituent correspondence, and providing research assistance to the legislative staff. Qualified candidates will possess excellent writing and communications skills, strong attention to detail, and an interest in the legislative process. Colorado ties preferred but not required.

Interested applicants should send a cover letter, resume, and brief writing sample to [CO01.scheduler@mail.house.gov](mailto:CO01.scheduler@mail.house.gov).

**MEM-243-15** West Virginia Republican Congressman is accepting applications for **interns** for his Washington, D.C. office. Duties will include answering telephones, greeting visitors, conducting tours, processing flag requests and assisting D.C. staff with various projects. Applicants should have excellent organizational skills, time management skills, and writing skills. West Virginia ties are preferred.

Please send a cover letter and resume to [WV03Job@gmail.com](mailto:WV03Job@gmail.com) with "Intern" listed in the subject header. No phone calls or walk-ins please.

**MEM-242-15** Congresswoman Suzan DelBene seeks fall **interns** for her Washington, D.C. office. Interns will work in a fast-paced and fun congressional office, gaining valuable experience and knowledge of the United States Congress. Intern responsibilities include greeting constituents and handling constituent phone calls, assisting staff with administrative tasks, conducting research, and assisting with constituent correspondence. Additionally, interns will have the opportunity to lead tours of the U.S. Capitol as well as attend hearings and briefings for the legislative staff.

The ideal candidates will possess exceptional written and oral communication skills, a high degree of professionalism, as well as a strong interest in public service. Prospective interns should be able to commit at least 16 hours per week. Washington state ties are a plus, but are not required.

Interested applicants should send a current resume and cover letter to [Internship.DelBene@mail.house.gov](mailto:Internship.DelBene@mail.house.gov). No phone calls please.

**MEM-241-15** The Office of Congresswoman Marcia L. Fudge is looking for a motivated unpaid press **intern** in the Washington, D.C. office. Intern responsibilities include assisting the staff with general office duties, attending briefings and hearings, assisting communications team with research and writing support, compiling news clips, drafting press releases, developing copy for the web, answering phones, sorting mail, and giving Capitol tours. Applicants must possess strong writing and communication skills, have a positive attitude and be well-organized.

Interested candidates should send a cover letter, resumé, and writing sample to [OH11pressjobs@mail.house.gov](mailto:OH11pressjobs@mail.house.gov). Ohio ties preferred, but not required.

**MEM-240-15** The House Committee on Foreign Affairs Subcommittee on Asia and the Pacific seeks **interns** for the fall and winter 2015 terms.

The subcommittee intern is expected to be motivated and entrepreneurial, have strong written and oral communication skills, be detail-oriented, technically savvy, and perform a variety of tasks. The intern will assist with daily subcommittee operations such as research, database maintenance, fact checking, content editing, and proofreading. The intern will also assist with preparation and execution of subcommittee hearings such as conducting research and analysis, scheduling, and organizing documents for staff and members.

Proactive interns will be able to take advantage of this opportunity by participation in hearings, briefings, and meetings, as well as other opportunities to enhance their knowledge of Asia policy and professional life on Capitol Hill. Interns are expected to demonstrate a high level of professionalism and reliability. All internships are unpaid.

Information about the subcommittee's membership and recent activities can be found at <http://foreignaffairs.house.gov/subcommittees/asia-and-pacific>.

Interested candidates should send a resume and a cover letter explaining interest in the subcommittee's work and qualifications for the position to [hfac.asia.internship@gmail.com](mailto:hfac.asia.internship@gmail.com). Applications will be accepted as late as September 30, but will be considered on a rolling basis.

- MEM-239-15** The Majority Staff of the House Committee on Veterans' Affairs is seeking a full-time or part-time Communications **Intern** for the Washington, D.C. office. Responsibilities will include compiling press clips, drafting talking points and press releases, updating the website and working closely with the legislative staff. The ideal candidate will possess strong written communications skills, the ability to work in a fast-paced environment, professionalism and a good sense of humor. Interested applicants should send your resume, short writing sample and completed application, including essay, found on our website, <http://veterans.house.gov/internship-opportunities> to Jessica Eggimann at ([varinternship@mail.house.gov](mailto:varinternship@mail.house.gov)) with "Press Intern" in the subject line. No phone calls or drop-ins please.
- MEM-238-15** Democratic Congressman seeks applicants for full- or part-time unpaid congressional **internship** for Fall 2015. Duties will include conducting legislative research, drafting memos, assisting with front office duties, and performing basic administrative tasks. Candidates must exhibit strong writing and communication skills. California residents or strong ties to San Diego are preferred.
- Please send a resume, cover letter and writing sample to [CA52Internship@mail.house.gov](mailto:CA52Internship@mail.house.gov) with "Fall Congressional Internship" in the subject line.
- MEM-236-15** **Interns** based in Washington, D.C. will focus on learning about the legislative process and the federal government by working closely with the legislative, communications and constituent services staff members.
- Interested candidates should email their cover letter, resume, a short writing sample and a letter of recommendation to [LoebsackInternship@mail.house.gov](mailto:LoebsackInternship@mail.house.gov).
- MEM-233-15** Congressman Coffman (R-CO) seeks hard-working, enthusiastic legislative **interns** for the Fall 2015 semester in his Washington, DC office. Interns are responsible for: giving tours of the U.S. Capitol, answering constituent calls, sorting constituent correspondence, assisting legislative staff with research and writing, processing U.S. flag requests, attending Congressional briefings and hearings, and attending events with the Congressman as necessary.
- Applicants should have strong written and oral communication skills, exceptional interpersonal skills, and have demonstrable interest in public policy and government. Attractive applicants will have completed at least 60 credit hours of undergraduate coursework. Those with Colorado ties and professional proficiency in Spanish are encouraged to apply. Although the internship is unpaid, this is a great way to learn about the legislative process and begin a career on the Hill.
- To apply, please send a resume and cover letter to [ColoradoRepublican06@gmail.com](mailto:ColoradoRepublican06@gmail.com).

**MEM-232-15** Energetic New York Democrat is seeking a highly motivated legislative **intern** to join his Washington, DC office for a part time unpaid internship this Fall. 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-231-15** Nevada Republican Congressman is seeking an **intern** for his Washington, DC office. Applications being accepted for Fall term, and throughout the year. Intern duties will include, but are not limited to answering constituent letters on various issues, researching legislation for the Member and legislative staff, attending hearings and briefings and answering phones. Interns will also learn about the buildings 'on the hill' and conduct tours for visitors.

Interns will learn about the legislative process and the many other functions of a Congressional office. Candidates must be highly motivated; detail oriented, and possess strong communication and organizational skills, while having a strong work ethic to complete tasks on a deadline.

The intern experience can support a college education as well as receive credit through the intern's college. Flexible work schedules are available and can be discussed. Minimum is 3 full days a week.

Training for all aspects of the intern position will be provided.

Please submit your resume and cover letter to: [Deborah.hansen@mail.house.gov](mailto:Deborah.hansen@mail.house.gov).

**MEM-230-15** The Washington, DC office of Congressman Luis V. Gutiérrez is seeking motivated, organized, and reliable individuals to fill **internship** positions in the fall of 2015. Intern responsibilities include, but are not limited to, answering phones, conducting Capitol Tours, sorting incoming mail, attending briefings, conducting legislative research and performing other administrative tasks.

Successful candidates will possess excellent written and oral communication skills, a strong attentiveness to detail, an ability to work in a fast paced environment, an eagerness to learn about the legislative process, as well as a minimum four day per week availability. Internships are unpaid. Spanish-fluency and Illinois ties are a plus.

Please send a résumé, cover letter, and dates of availability to [Julissa.Santoy@mail.house.gov](mailto:Julissa.Santoy@mail.house.gov) with “Intern” in the subject line.

**MEM-229-15** Congressman Vern Buchanan (R-FL-16) has full-time and part-time, unpaid **internships** available for the fall session (August - December) in his Washington, DC office. Duties include but are not limited to answering telephones, greeting visitors, conducting tours of the Capitol, researching legislative issues and writing letters. There will also be opportunities to experience Washington DC and attend briefings, classes and hearings.

Qualified candidates should possess excellent organizational and communication skills, should have a positive attitude, and a strong work ethic. Although internships are unpaid, our office is happy to fill out any necessary forms for students to receive credit at their respective college or university.

All interested individuals should submit a cover letter and resume to [jillian.gates@mail.house.gov](mailto:jillian.gates@mail.house.gov) with “2015 Fall Internship” in the subject line. Include in your cover letter why you would like to intern for Congressman Buchanan’s Washington Office, why you believe you are qualified, and your availability. Potential candidates will be contacted via email.

**MEM-228-15** Democratic Leadership Office seeks highly motivated, part-time or full time **interns** for Fall 2015. Intern responsibilities include administrative duties and a few legislative duties as necessary. Administrative support includes sorting mail, preparing briefing binders, setting up events, and other special projects as assigned by staff.

The position requires the ability to multitask, strong organizational skills, and a desire to work in a fast-paced environment.

The internship is unpaid, but interns will gain valuable Capitol Hill experience in a Democratic Leadership office.

Please send a resume and cover letter to [deminternship@gmail.com](mailto:deminternship@gmail.com). Please no drop bys, phone calls, or emailing staff members.

**MEM-226-15** Congresswoman Chellie Pingree (ME-01) is currently seeking full- or part-time **interns** for the 2015 fall semester in her Washington, DC office. Interns will assist in the day-to-day operations of a DC Congressional office by supporting members of staff with constituent communication, legislative research, and administrative activities. They will also serve as a tour coordinator and occasionally act as a guide of the United States Capitol to Maine constituents visiting Washington.

Qualified candidates will possess an interest in the legislative process, excellent writing and communication skills, strong attention to detail, and a willingness to learn and take on new tasks.

The internship is unpaid, though interns will be an essential component to the effectiveness of the office and will be considered an integral member of the team. Maine ties are preferred, but not necessary.

Please send a resume, cover letter, and brief writing sample to [evan.johnston@mail.house.gov](mailto:evan.johnston@mail.house.gov) with the subject line Fall Internship. Applications will be considered on a rolling basis. Please no drop bys or phone calls.

**MEM-225-15** **Internships** are currently available in Congresswoman Zoe Lofgren's (CA-19) Washington, D.C. office for the 2015 Fall Semester. Congresswoman Lofgren represents California's 19<sup>th</sup> Congressional District, which lies in the heart of California's "Silicon Valley".

Interns have the chance to experience the fast-paced atmosphere of a busy Congressional office and gain invaluable work experience. This is an excellent opportunity for those interested in the legislative process.

Interns' responsibilities will vary—in addition to answering phones and running errands around the Capitol, interns will have the opportunity to attend hearings and briefings, research legislation for legislative staff, and answer constituent letters on various issues before the House.

Qualified applicants must possess excellent writing and analytical skills, a demonstrated work ethic, and ability to function in a fast-paced environment. A successful candidate will be motivated, able to multitask, and have the ability to work well under pressure. Full-time internship positions are available beginning August 24, 2015. Internships are unpaid. California-19 and/or California ties are preferred but not required.

Interested applicants should apply through <http://lofgren.house.gov>.

**MEM-224-15** The Office of Congressman John Ratcliffe (TX-04) is currently seeking **interns** for the Washington, D.C. office for the Fall 2015 semester. Intern responsibilities include but are not limited to, assisting staff with general office duties, attending hearings/briefings for staff members, answering phones, sorting through mail, drafting response letters, and giving tours of the U.S. Capitol. Candidates should be highly motivated and have good communication skills. This position is unpaid, but does offer a great educational experience for anyone with aspirations of working on the Hill. Having Texas ties is a plus.

All interested applicants should send a cover letter and resume to [Robert.peters@mail.house.gov](mailto:Robert.peters@mail.house.gov).

**MEM-223-15** Moderate Southern Democrat seeks applicants for part-time and full-time unpaid congressional **internships** in Washington, DC.

Duties will include conducting legislative research, drafting memos and responses to letters from constituents, assisting constituents and visitors to the office, assisting with day-to-day operations at the office, answering phones, leading tours of The US Capitol, running errands and performing basic administrative tasks.

Candidates should possess superior written and verbal communication skills and an interest in learning the intricacies of the legislative process. Part-time interns will be expected to commit to at least two full day shifts (9:00am to 6:00pm) per week, Monday through Friday. Ties to Florida are preferred, though not required.

Interested parties should submit a resume as well as two professional references to [FloridaDemResumeRepository@gmail.com](mailto:FloridaDemResumeRepository@gmail.com).

**MEM-222-15** Florida Republican seeks an **intern** for the Fall 2015 semester. Interns will work in a fast-paced Congressional Office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Intern responsibilities include greeting constituents, handling constituent phone calls, opening and sorting mail, and assisting staff with administrative tasks. Interns will also have the opportunity to conduct legislative research, as well as attend Capitol Hill briefings, congressional hearings and receptions.

Our office is looking for an intern with a positive attitude, strong work ethic, and excellent written and oral communication skills.

Successful interns will be self-starters, take and listen to direction, and be willing to work both independently as well as part of a team.

Applicants should have a willingness to assist with daily office tasks. Florida ties preferred, but not required. Interns must be able to commit three full days a week (9:00am-6:00pm during Session and 9:00am-5:00pm during Congressional Recess) at minimum. Students welcome to apply.

Those interested please send resume and cover letter to [FL26Internships@gmail.com](mailto:FL26Internships@gmail.com).

**MEM-220-15** The Office of Representative Amash is seeking bright, liberty-minded students to intern this fall. Regular hours for interns are 9 a.m. to 6 p.m. on voting days and 9 a.m. to 5 p.m. on nonvoting days. Our office may accommodate interns who are available only part time.

Successful applicants will have a positive attitude and friendly demeanor, possess excellent written and verbal communication skills, and demonstrate a strong commitment to individual liberty, economic freedom, and the defense of the Constitution.



Responsibilities may include leading U.S. Capitol tours, answering phones, entering data, attending legislative briefings and other meetings, and assisting staff with legislative research and correspondence. Interns will have the opportunity to interact with me on a daily basis and will learn about the legislative process and the many other functions of a congressional office.

To request more information, or to apply for an internship, please contact my office at [mi03.internship@mail.house.gov](mailto:mi03.internship@mail.house.gov). Required application materials include a résumé, cover letter, and two short writing samples.

Please include "Rep. Amash Internship" in the subject line for all applications.

**MEM-219-15** The Democratic office of the Committee on House Administration seeks energetic and self-motivated undergraduate or graduate level students as well as recent graduates with an interest in government and public policy to apply for its Fall 2015 **internship**. Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner-workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), elections oversight, member services, and other projects as well as providing general front office support. Please note that this is not a paid internship.

Interested applicants should send a cover letter, resume, and available hours to [CHADem.Intern@mail.house.gov](mailto:CHADem.Intern@mail.house.gov) with the subject headline, "CHA Dem Internship."

**MEM-216-15** Florida Republican is seeking **interns** for early September through December 2015. Qualified candidates will be hardworking, motivated self-starters, detail-oriented, and professional with strong communication and writing skills. Daily duties as an intern will include, but are not limited to, providing general constituents services in the form of answering phone calls and sorting mail, leading Capitol tours, conducting research for staff members, drafting constituent correspondence, and attending hearings. Florida ties are a plus but not a requirement. This internship is unpaid, however, individuals will gain invaluable work experience.

Please send a resume and cover letter to [FloridaConservativeRepublican@gmail.com](mailto:FloridaConservativeRepublican@gmail.com) with subject line "Intern" for consideration.

**MEM-215-15** The Washington, DC office of Congresswoman Roybal-Allard is seeking motivated, organized, and reliable individuals to fill **internship** positions through December 18<sup>th</sup>.

Intern responsibilities include, but are not limited to, answering phones, conducting Capitol Tours, sorting incoming mail, attending briefings, conducting legislative research and performing other administrative tasks.

Successful candidates will possess excellent written and oral communication skills, a strong attentiveness to detail, an ability to work in a fast-paced environment, an eagerness to learn about the political process and congressional affairs, as well as full-week availability.

Spanish-fluency and California ties are a plus.

Please send a résumé, cover letter, a short writing sample (no longer than one page), and dates of availability to [jhostyn.duval@mail.house.gov](mailto:jhostyn.duval@mail.house.gov) with “Intern” in the subject line.

- MEM-214-15** The Democratic Staff of the Committee on Science, Space and Technology is seeking **interns** for the fall starting in September. 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/contact-us>.

Please fill out the application provided and send in a resume and two references.

- MEM-212-15** A Democratic California Congressman is seeking **interns** to join his Washington, D.C. team for a part- or full-time, unpaid internship starting as soon as possible, for a duration of three months or longer.

Candidates should be self-starters and able to exercise good judgment on a wide range of assignments in a fast-paced and busy office. Very strong writing skills with close attention to detail and a courteous demeanor are essential.

Main responsibilities include: assisting with scheduling, answering phone calls, attending briefings and writing memos, processing mail and leading tours of the U.S. Capitol. A hard-working intern in our office will eventually move on to assisting staff with more complex legislative and press-related projects.

Candidates with California ties, especially to the San Fernando Valley, and previous internship/work experience are strongly encouraged to apply.

Please e-mail resume and cover letter in PDF format to

[Intern.Resume@mail.house.gov](mailto:Intern.Resume@mail.house.gov).

- MEM-211-15** Congressman Jim Renacci (R-OH) seeks full time hard working **intern** for fall 2015. Responsibilities include, but aren’t limited to, answering phone calls, assisting with the mail program, providing constituent tours, attending various briefings, and providing research for the legislative staff.

Qualified candidates will have exceptional writing skills, strong communication skills, ability to work in a fast paced working environment, and have an interest in learning more about the legislative process.

Send a resume and a cover letter to [Stephen.Hostelley@mail.house.gov](mailto:Stephen.Hostelley@mail.house.gov).  
Ohio candidates are strongly preferred.

**MEM-209-15** Congressman Ben Ray Luján (NM-03) is seeking unpaid full-time and part-time **interns** for his Washington, D.C. office.

Candidates should be motivated, flexible, and detail-oriented individuals with immediate availability, and a preference for those who can stay two-three months. New Mexico ties are a plus, but are not required.

Intern responsibilities include answering constituent phone calls, leading tours of the Capitol, sorting mail and faxes, writing letters, and assisting experienced staff with projects in diverse issue areas. Candidates should be outgoing and possess strong oral and written communication skills, an ability to multitask in a fast-paced environment, and a good sense of humor.  
Candidates with New Mexico ties are strongly encouraged to apply.

Please e-mail a resume, cover letter, and a 1-2 page writing sample to [michelle.serrato@mail.house.gov](mailto:michelle.serrato@mail.house.gov).

**MEM-208-15** Rep. Xavier Becerra is looking for **interns** for his Leadership office. Responsibilities include (but are not limited to) transcribing videos, collecting press clips, live-streaming briefings, supporting the Operations team in preparing Caucus events, answering phones, providing constituency outreach support to Democratic Members of Congress and their staff, conducting research, extracting and formatting large quantities of data, writing detailed memos, attending relevant briefings and meetings, and assisting with team projects.

Applicants should be motivated, detail-oriented, possess excellent verbal and written communication skills, and be able to problem solve and multi-task. Experience or interest in social media is a plus. Women and minorities are strongly encouraged to apply.

Applicants must be either college/graduate students receiving academic credit or congressional internship/fellowship program participants.  
The intern should be prepared to start working in full-time.

Applications will be reviewed on a rolling basis.

To apply, please send a cover letter and resume to [caucusinternresume@mail.house.gov](mailto:caucusinternresume@mail.house.gov).

**MEM-206-15** The Office of Congressman Robert A. Brady (PA-01) seeks **interns** for Fall 2015 (September-December). Internship responsibilities will include: assisting with research, processing mail, data entry, reception duties, office errands, and other duties as assigned by the Intern Supervisor. Ideal candidate will have strong oral and written communication abilities, a willingness to learn, basic knowledge of the political process, and a firm opinion on the best cheesesteak in Philadelphia. Pennsylvania ties preferred. Both full and part time will be considered.

Please send a resume, cover letter (including availability), and writing sample to Colleen Carlos at [colleen.carlos@mail.house.gov](mailto:colleen.carlos@mail.house.gov). Please no phone calls or drop-ins.

**MEM-205-15** Florida Democrat seeks a full-time, unpaid press **intern** for the Washington, D.C. office. The ideal candidate will be detail-oriented, motivated, and able to multi-task efficiently. Applicants should possess strong written and oral communication skills. Preference will be given to candidates with Florida ties and those who speak Spanish.

Daily responsibilities may include:

- Updating website content;
- Compiling daily press clips;
- Video filming and editing;
- Conducting research projects;
- Drafting press materials (including e-newsletters, background information, and press releases);
- Assisting with press events; and
- Transcribing interviews.

This is an excellent opportunity for a candidate to gain substantive press experience with an extremely active Member of Congress.

Please prepare a cover letter addressing prior press experience and interest, a résumé and a one-page writing sample.

Email the .PDF formatted materials to [DCInternships.Grayson@mail.house.gov](mailto:DCInternships.Grayson@mail.house.gov). Please indicate "Press Intern" in the subject line.

**MEM-204-15** Senior Democratic Congressman Brad Sherman (CA-30) seeks highly motivated, full and part-time **interns** for Fall 2015. Interns are responsible for both administrative and legislative duties. Legislative support includes preparing materials for hearings, attending hearings and briefings, reaching out to agencies and congressional offices, and researching legislation for the Member and Legislative Staff. Administrative tasks include answering phones, greeting visitors, leading tours and sorting mail. Candidates should be professional, possess strong oral and written communication skills, have the ability to multitask, and have a good sense of humor. Ties to California's 30th Congressional District are a plus but not required.

Interested applicants should e-mail a cover letter and resume to [brads.interns@mail.house.gov](mailto:brads.interns@mail.house.gov) with “CA-30 Internship” as the subject.

- MEM-202-15** Florida Democrat seeks **intern** for the Washington, D.C. office for the Fall 2015 semester. Candidates should be motivated, enthusiastic, and possess strong interpersonal skills. The internship will provide exposure to all areas of a legislative office. Interns will be responsible for assisting the team with phones, mail, tours, flag-requests, and related front office duties.

Additional tasks, including drafting constituent correspondence, research projects, and attending hearings may be assigned on a case-by-case basis. This is a great opportunity for individuals who are interested in learning about the workings of Capitol Hill and the legislative process in a busy office. Both full and part-time internships are available.

Please email cover letter, résumé and two writing samples to [DCInternships.Grayson@mail.house.gov](mailto:DCInternships.Grayson@mail.house.gov). Please indicate “FALL 2015 Semester” in the subject line.

- MEM-201-15** California Congressman Jared Huffman is seeking current college students or recent college graduates wishing to gain Capitol Hill experience for a full-time or part-time fall semester **internship**. We are seeking motivated, organized, and reliable individuals to assist the legislative and administrative staff with day-to-day duties. Such duties include attending briefings and hearings, answering phones, drafting constituent correspondence letters, doing legislative research, and various other tasks. The internship is unpaid, though interns will gain valuable Hill and office experience and will have access to many unique Hill opportunities. California ties are preferred, but not necessary.

Please send a resume and cover letter to [DCInternship.Huffman@mail.house.gov](mailto:DCInternship.Huffman@mail.house.gov). Please no drop bys, phone calls, or emailing staff members.

- MEM-200-15** Congressman Matt Cartwright (D-PA) is seeking unpaid **interns** for his Washington, DC office for the Fall 2015 term (August/September - December). Intern duties include answering the phone, writing letters, attending legislative briefings, and assisting staff members with special projects. Attention to detail and strong writing and grammar skills are required. Candidates with Pennsylvania ties are especially encouraged to apply, although all applications will be considered equally regardless of state or district.

Prospective candidates should apply online and submit a resume and cover letter to <http://cartwright.house.gov/services/internships>. No phone calls or drop ins, please.

- MEM-198-15** Colorado Republican is seeking **interns** for late August through December of 2015. Interns are paid if they do not receive college credit for their internship.

Qualified candidates should be detail-oriented, hardworking, and professional with strong communication and writing skills. Intern responsibilities include providing constituent tours, drafting correspondence, attending various briefings, providing research for legislative staff, and assisting the front office staff.

Please send a resume and cover letter to [CODCIntern@gmail.com](mailto:CODCIntern@gmail.com).

**MEM-195-15** The House Oversight and Government Reform Committee, Democratic Staff is seeking highly motivated unpaid **interns** for Fall 2015 internships. Candidates should be organized, professional, quick learners, team players and approach new challenges with a positive attitude.

TITLE: Intern

REPORTS TO: Intern Coordinator/Supervisor

**CORE RESPONSIBILITIES:**

- to assist in performing clerking duties, processing the mail, data entry, reception duties and other office errands.

**DUTIES:**

- Sorts and distributes mail;
- Performs data entry, including logging in incoming letters;
- Answers the telephones;
- Assists staff with Committee business including: Hearings, Briefings, and Business Meetings;
- Performs other duties as assigned by the Intern Supervisor.

To apply for this position, please send an email to

[Brett.Cozzolino@mail.house.gov](mailto:Brett.Cozzolino@mail.house.gov) with a resume, cover letter, and a short writing sample.

**MEM-194-15** Washington, D.C. — The House Democratic Caucus is looking for a full time press **intern** for the fall semester with availability beginning at the end of August. Responsibilities include (but are not limited to) assisting with press clips, production and editing of studio videos, staffing of live stream events, graphic design, formatting and extracting large quantities of data, and assisting in team projects. Applicants should be self-starters, motivated, detail-oriented, possess excellent verbal and written communication skills, and be able to problem solve and multi-task. Experience in Adobe Suite or other design software and proficiency in Spanish highly preferred. Experience and interest in press operations and the congressional process is a plus. Minorities are strongly encouraged to apply.

Applicants must be either college/graduate students or Congressional internship program participants.

Interested candidates should send a resume and cover letter detailing availability to [DemCaucusPressIntern@Gmail.com](mailto:DemCaucusPressIntern@Gmail.com).

**MEM-190-15** Congressman Adam Kinzinger (IL) is looking for unpaid **interns** in his Washington, DC office for the 2015 fall Semester. Interns will observe the inner workings of a Congressional office while gaining firsthand knowledge of the legislative process. Responsibilities include leading Capitol tours, answering phones, greeting constituents, assisting staff with legislative projects, and attending briefings and hearings. Ideal candidates should have a strong work ethic, be energetic and engaging, and possess a positive attitude. Candidates with Illinois ties are encouraged to apply.

Please send resume and cover letter (with start date) to [internsIL16@gmail.com](mailto:internsIL16@gmail.com).

**MEM-189-15** Our Washington **interns** will be exposed to a wide range of activities on Capitol Hill. They will be asked to answer phones, research legislation for the Member and legislative staff, attend hearings and briefings, and answer constituent letters on various issues before the House. Interns will need to be able to communicate professionally, balance multiple tasks at once, and have a teachable attitude. As a result, interns will learn about the legislative process, the various functions of a Congressional office, and the way things work on Capitol Hill. It is an invaluable opportunity for both educational and professional development.

Interested applicants should email resumes directly to [taylor.huhn@mail.house.gov](mailto:taylor.huhn@mail.house.gov).

**MEM-187-15** The Office of Rep. Scott Rigell (VA-02) is seeking politically Conservative unpaid Fall 2015 **interns** in their Washington, DC, office to begin in August/September through December. The Office seeks an outgoing, enthusiastic person with at least 3 days/week availability who would like experience working in a Congressional Office. Virginia ties are a plus but not required.

Interested persons should submit resumes to [Julie.Moorhead@mail.house.gov](mailto:Julie.Moorhead@mail.house.gov).

**MEM-185-15** Arkansas Republican is seeking **interns** for late August through December 2015. Qualified candidates will be hardworking, motivated self-starters, detail-oriented, and professional with strong communication and writing skills. Daily duties as an intern will include, but are not limited to, providing general constituent services in the form of answering phone calls and sorting mail, leading Capitol tours, conducting research for staff members, drafting constituent correspondence, and attending hearings. Arkansas ties are a plus but not a requirement. This internship is unpaid.

Interested candidates should send a cover letter, resume, and brief writing sample to [ArkansasGOPIntern@gmail.com](mailto:ArkansasGOPIntern@gmail.com).



**MEM-184-15** The office of a western Republican House member is looking for an unpaid **intern** for Fall 2015. Candidates should be hardworking, detail-oriented, and professional with strong communication and writing skills. Intern responsibilities will include, but are not limited to, providing general constituent services in the form of answering phone calls and sorting mail, leading Capitol tours, conducting research for staff members, drafting constituent correspondence, and attending hearings.

Interested candidates should send their resume, a cover letter, and a brief writing sample to [WesternStateIntern@gmail.com](mailto:WesternStateIntern@gmail.com).

**MEM-178-15** The Washington, DC office of Congressman Paul Gosar (AZ-04) seeks a highly motivated full or part-time **intern** for Fall 2015. Successful candidates will demonstrate that they are organized, detail-oriented, and professional. Strong written and oral communication skills are essential.

Intern responsibilities will include, but are not limited to, assisting staff with legislative, administrative, constituent relations, and press activities. Interns will: answer phones; sort, distribute, and respond to constituent mail; lead tours of the US Capitol building; attend hearings and briefings; and assist with legislative research.

Please send a resume, cover letter, and writing sample(s) to [GOPinternshipAZ@gmail.com](mailto:GOPinternshipAZ@gmail.com).

**MEM-176-15** Congressman John Lewis, Representative for the 5th District of Georgia, seeks fall **interns** for his Washington, D.C., office. Interns will work in a fast-paced setting and gain valuable experience and knowledge of the United States Congress. Responsibilities include greeting constituents and visitors, handling phone calls, supporting staff with administrative tasks, conducting legislative research, aiding communications staff, and assisting with special projects and assignments. Preference will be given to those with Georgia connections and those available full-time.

If you would like to receive more information or apply to our internship program, please complete the application at <http://johnlewis.house.gov/>.

For immediate consideration, please send the application, resume, and writing sample to [Sarah.Hager@mail.house.gov](mailto:Sarah.Hager@mail.house.gov).

**MEM-174-15** Congresswoman Candice S. Miller (R-MI) seeks legislative **interns** for the Fall 2015 semester. Interns will work in a fast-paced congressional office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Intern responsibilities include greeting constituents, managing constituent phone calls, and assisting staff with administrative tasks.

Interns will also have the opportunity to conduct legislative research, assist with constituent correspondence, and attend legislative briefings, congressional hearings, receptions, and press events.

Requirements: Interns must have a good attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be able to find information with little assistance, be able to work both independently as well as part of a team environment, and possess a strong attention to detail. Applicants should have working knowledge of current events and policy topics, as well as a willingness to perform a variety of tasks and administrative functions. Michigan ties are preferred, but not required.

To apply, please send cover letter and resume to [mi10intern@gmail.com](mailto:mi10intern@gmail.com).

**MEM-173-15** North Carolina Democrat seeks an unpaid **Legislative Fellow** for her Washington, D.C. office. Duties include assisting the legislative staff in conducting research, analyzing legislation, drafting memoranda, organizing talking points, and preparing for events. The Legislative Fellow will also be expected to assist the office with administrative duties. North Carolina ties are a plus. Women and minorities are encouraged to apply.

Please send your resume and cover letter to [nc12internjobs@gmail.com](mailto:nc12internjobs@gmail.com).

**MEM-171-15** The office of a New York Congressman seeks an unpaid 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 three writing samples.

Please submit all inquiries with the subject "Press Internship" to: [NY.ResumeInbox@mail.house.gov](mailto:NY.ResumeInbox@mail.house.gov).

**MEM-170-15** Energetic New York Democrat is seeking a highly motivated legislative **intern** to join his Washington, DC office for a part time unpaid internship this Fall. 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-169-15** Representative Debbie Dingell (D-MI) is seeking a full-time congressional **intern** for her Washington, D.C. office for Fall 2015 (mid-August to December). This internship position will provide individuals the opportunity to work in a fast-paced Congressional office while receiving hands-on political experience. Duties include answering phones, leading U.S. Capitol tours and assisting staff members with research and special projects. There will also be frequent opportunities to attend legislative hearings of personal interest. The ideal candidate will be motivated; detail orientated and possesses strong communication and writing skills. This is a great opportunity for recent graduates seeking Hill experience. Michigan ties are preferred.

Interested applicants should submit a resume and cover letter to [kevin.rambosk@mail.house.gov](mailto:kevin.rambosk@mail.house.gov).

**MEM-168-15** Midwest Republican seeks full time hard working **intern** for Fall 2015. Responsibilities include, but aren't limited to, answering phone calls, assisting with the mail program, providing constituent tours, attending various briefings, and providing research for the legislative staff. Qualified candidates will have exceptional writing skills, strong communication skills, ability to work in a fast paced working environment, and have an interest in learning more about the legislative process.

Send a resume and a cover letter to [Stephen.Hostelley@mail.house.gov](mailto:Stephen.Hostelley@mail.house.gov). Ohio candidates are strongly preferred.

**MEM-167-15** Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office in August. Candidates should be collegial, professional, quick learners, and phenomenal team players. Strong oral and written communication skills and close attention to detail are imperative.

Duties include assisting staff with legislative, administrative, and press related projects, writing memos and talking points, attending hearings and meetings, answering constituent phone calls, leading tours of the US Capitol, assisting with scheduling, sorting and distributing mail, and managing tour and flag requests. Full-time candidates with California ties and previous internship/work experience are preferred. This is an unpaid internship.

Please e-mail a resume, cover letter and dates of availability to [Garamendi.Internships@mail.house.gov](mailto:Garamendi.Internships@mail.house.gov).

**MEM-166-15** New Jersey Democratic Congressman Frank Pallone (NJ-06), the Ranking Member of the Energy and Commerce Committee, seeks full time and part time unpaid **interns** for his personal office during the fall 2015 semester. We are seeking personable, hardworking and motivated individuals with excellent oral and written communication skills.

Job duties will include, but are not limited to: answering phones, assisting staffers with general administrative duties, attending briefings, drafting letters to constituents, and conducting congressional research. New Jersey ties are strongly preferred, but not necessary.

A good sense of humor is a plus.

Please email, with the subject “Fall 2015 Internship Application”, a resume, cover letter, and references to [thomas.egan@mail.house.gov](mailto:thomas.egan@mail.house.gov), and please include your dates and times of availability. We have immediate vacancies to be filled.