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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 April 25, 2016**

**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.

**MEM-127-16** The Office of Congressman Raul Ruiz (CA-36) seeks highly-motivated, qualified **interns** with excellent research and communication abilities to join his District offices in Palm Desert and Hemet, California as part of the Summer 2016 Congressional Internship Program. Although congressional interns are unpaid they are considered an integral part of the office and are given an opportunity to expand their knowledge about public policy and the legislative process.

Congressional intern responsibilities may include, but are not limited to, conducting research for staff members, assisting staff at community or public events, attending meetings, transcribing documents, and providing general constituent services in the form of answering phone calls. Congressman Ruiz's internship program also features staff-lead workshops designed to develop essential and professional skill that students may apply in any setting. Students interested in applying for a congressional internship in one of the offices of Congressman Raul Ruiz have the opportunity to apply to the Summer 2016 session. Applications will be accepted on a rolling basis. Prospective interns should complete an internship application (available here: <https://ruiz.house.gov/services/internships>), attach their resume, and submit to Tony Aguilar at [tony.aguilar@mail.house.gov](mailto:tony.aguilar@mail.house.gov).

**MEM-126-16** The Office of Congressman Joseph R. Pitts (PA-16) is seeking candidates for its Washington D.C. spring **internship** program who are able to begin immediately and are available for all of April and May. The internship provides a remarkable experience for students and recent college graduates to contribute to the nation's political process and to see how Congress works firsthand. Ideal candidates will have the following: strong communication and organizational skills, a conservative political philosophy, motivation, an interest in public service, and knowledge of public affairs. Intern responsibilities include, but are not limited to, answering phones, conducting Capitol tours, researching legislation, assisting with mail distribution, and attending hearings and briefings. Internships are unpaid, but interns will gain invaluable work experience. Pennsylvania tied are preferred but not required. Please send a resume, cover letter, and references to [PA16internship@gmail.com](mailto:PA16internship@gmail.com). No calls or walk-ins please.

**MEM-125-16** California Republican seeks qualified applicants for a paid **internship**. Candidate must be responsible and willing to learn, a self-starter, exhibit good oral and written communication skills, and have an interest in legislative policy and government. Duties include, but are not limited to, sorting and distributing mail, attending hearings and briefings on behalf of staff, answering phones and

greeting visitors in a kind and courteous manner, performing research for legislative staff, and assisting the communications director with morning press clips. To apply, candidates should email a cover letter and resume to [dylan.chandler@mail.house.gov](mailto:dylan.chandler@mail.house.gov). No walk ins, please.

- MEM-123-16** Congressman Robert Aderholt (AL-4) seeks full-time or part-time unpaid **interns** for his Washington D.C. office for the spring semester. Intern duties will include, but are not limited to, answering the phone, providing constituent Capitol tours, assisting with the mail program, attending various briefings and hearings, and data entry. Qualified candidates will possess a strong sense of timeliness, excellent written and verbal communications skills, a positive attitude, and a solid work ethic. Ideal candidates will also have Southern ties.

Those interested should email their resumes with the subject line “Internship Applicant” to [aderholtinternship@mail.house.gov](mailto:aderholtinternship@mail.house.gov).

- MEM-121-16** The office of a western Republican House member is looking for an unpaid **intern** for Summer 2016. 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-120-16** The Office of Congresswoman Eleanor Holmes Norton (D-DC) is seeking full-time and part-time **interns** for the Summer of 2016. This is an opportunity to learn about the inner-workings of a congressional office on the Hill in a fast-paced work environment. The internship allows access to briefings and interesting events related to a wide range of important issues. Responsibilities will include, but are not limited to, attending Congressional briefings, giving tours of the Capitol, conducting research, responding to constituent inquiries, and processing tour and flag requests. Qualified applicants should possess a professional and courteous demeanor, excellent communication skills, the ability to multi-task, fastidious attention to detail, and interest in the legislative and governmental process. To apply, please send a resume, three references, writing sample, and cover letter to [william.washington@mail.house.gov](mailto:william.washington@mail.house.gov), with the subject ‘Norton Internship.’ No phone calls or drop-ins please.

- MEM-117-16** The Washington, DC office of Congressman Paul Gosar (AZ-04) seeks a highly motivated full or part-time **intern** to begin immediately. 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. We are also currently accepting applications for summer internships.

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

**MEM-115-16** The office of a Republican North Carolina Congressman is seeking applicants for a full-time **internship** starting immediately. The individual should be able to multi-task and be prepared to work in a fast-paced office. Intern responsibilities include greeting constituents, answering phones, attending hearings and briefing, conducting tours of the Capitol, assisting with constituent correspondence and mail, and working on various projects for the staff as needed. North Carolina ties are encouraged, but not required. In order to apply, interested candidates should send [capitolhill67@gmail.com](mailto:capitolhill67@gmail.com) a resume and cover letter with “Intern Application” in the subject line.

**MEM-114-16** Congressman Tony Cárdenas is seeking **interns** to join his Washington, D.C. team for a part- or full-time, unpaid internship beginning in April or May for a duration of three months.

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: attending briefings and writing memos, assisting with scheduling, answering phone calls, 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-113-16** The Office of Congressman Joseph R. Pitts (PA-16) is seeking candidates for the 2016 summer **internship** program in Washington D.C. The internship provides a remarkable experience for students and recent college graduates to contribute to the nation’s political process and to see how Congress works firsthand. Ideal candidates will have the following: strong communication and organizational skills, a conservative political philosophy, motivation, an interest in public service, and knowledge of public affairs. Intern responsibilities include, but are not limited to, answering phones, conducting Capitol tours, researching legislation, assisting with mail distribution, and attending hearings and briefings. Internships are unpaid, but interns will gain invaluable work experience. Pennsylvania tied are preferred but not required. Please send a resume, cover letter, and references to [PA16internship@gmail.com](mailto:PA16internship@gmail.com). No calls or walk-ins please.

**MEM-112-16** The Office of Congresswoman Cheri Bustos is seeking a full-time, summer press **intern** to work in the Washington, D.C. office, starting in May. Prospective interns should be up-to-date on current events, self-motivated, and enthusiastic. Applicants must work well under pressure, have excellent written and oral communications skills and a desire to learn. Responsibilities include, but are not limited to, helping prepare daily press clips early in the morning, drafting press releases, researching and managing press lists, and assisting press staff with various events. In addition, press interns may be asked to help with a variety of administrative tasks. Illinois ties are preferred, but not required. If interested, please email a cover letter, resume, and two short writing samples to [Sean.Higgins@mail.house.gov](mailto:Sean.Higgins@mail.house.gov).

**MEM-086-16** The Washington, DC office of Congressman Ruben Gallego (D-AZ) is seeking enthusiastic and motivated **interns** for Summer 2016. The ideal candidates will interact well with constituents, be able to multitask, and have a strong interest in public service. Excellent research and writing skills are crucial. Arizona ties are a plus, but not required.

Interns will have the opportunity to gain experience working on Capitol Hill and learn firsthand about the workings of a Congressional office. Responsibilities include answering the phone, guiding tours of the Capitol, assisting with constituent correspondence, and attending briefings and hearings. Internships are unpaid, but the office will fill out any necessary forms for students to receive academic credit.

Interested applicants should send a cover letter, resume, and a 2-5 page writing sample to [AZ07Internships@mail.house.gov](mailto:AZ07Internships@mail.house.gov) with the subject line "Name— Summer Internship Application." Cover letters should include days and times the applicants will be available during the internship period; writing samples may be excerpts of larger works. Interns will begin early to mid-May, depending on their availability, and end in mid-August. Applications will be considered on a rolling basis, and qualified candidates will be contacted for an interview.