

# House Vacancy Announcement and Placement Service

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## Internship Openings

Week of February 24, 2025

MEM-075-25

Congressman Mike Levin (CA-49) seeks **Interns** for his Washington, D.C., office for the Summer 2025 term.

These internships provide an opportunity for undergraduate students, graduate students, and recent graduates to learn more about the workings of a Congressional office and the legislative process. Interns should have a general understanding of the U.S. political system, value open communication, be eager to grow, and bring a can-do attitude.

Internships last approximately three to four months and are intended to be an educational experience. Internships are offered for either academic credit or a stipend. Internship applicants must be high school graduates. Current students and recent graduates will be given first priority for the internship program.

Legislative intern responsibilities include:

- Attending committee hearings and congressional briefings,
- Conducting policy research and drafting legislative materials,
- Authoring constituent correspondence on a range of policy issues,
- Answering phones and processing mail,
- Leading constituents on tours of the Capitol,
- Working on other administrative and legislative tasks, as directed.

Press intern responsibilities include:

- Assisting the Communications Director and Digital Manager/Press Secretary in drafting and editing social media content, digital graphics, and other digital materials,
- Drafting press releases, newsletters, remarks, and talking points,
- Compiling daily press clips and maintaining press lists,
- Answering phones and processing mail,
- Leading constituents on tours of the Capitol,
- Working on other administrative and communications-related tasks, as directed.



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Press interns should have strong social media skills and basic familiarity with graphic design and video editing. Submission of a sample graphic or similar communications work with your application is strongly encouraged.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. We deeply value the diversity of our employees and encourage candidates from diverse backgrounds to apply.

To apply for an internship with Representative Levin, please email a cover letter, resume, three references, and a brief writing sample all in one pdf file, with the file name including internship class, year, last name, and first name (i.e. Summer2025.Doe.Jane.pdf) to [CA49.DCInternships@mail.house.gov](mailto:CA49.DCInternships@mail.house.gov) by March 15, 2025. Please specify whether you are applying for the press internship or the legislative internship. Applicants with strong ties to the 49th District are given preference.

## MEM-073-25

The Office of Congresswoman Janelle Bynum (OR-05) is seeking an energetic **Intern** to join our DC team. Paid position 16-24 hours per week; with a targeted start date in early or middle March 2025.

### KEY DUTIES:

- Provide a welcoming environment and positive first impression of the Member office to constituents, visitors, and other VIPs
- Handle incoming calls with poise, professionalism, and promptness
- Assist Member and key staff with logistical and administrative duties
- Receive and log input from constituents on policy matters for the Member office's consideration and response
- Assist with constituent flag requests, tours of the Capitol, and arranging visits to other national landmarks
- Attend briefings and hearings, collect Member signatures, deliver time sensitive Member to Member correspondence, conduct research, and draft correspondence and memoranda

Interested applicants can send their Resume and a Cover Letter to [Brett.Mulligan@mail.house.gov](mailto:Brett.Mulligan@mail.house.gov).

## MEM-070-25

The Office of **Congresswoman Sydney Kamlager-Dove (CA-37)** is seeking **Congressional Interns** for our Washington, D.C. office for the Summer 2025 term.



Our office values open communication, hard work, and creating a collegial environment. We are looking for interns with a can-do attitude who are eager to grow. Interns will have great opportunities to learn from office staff and network with others to make the most of their time with our office!

### **Intern Expectations**

Candidates should have an interest in the legislative process and civic service; possess excellent writing, research, organization, time management, and communication skills; work well in a team environment; and have a general understanding of the US political system.

### **Internship Responsibilities**

Interns can expect to:

- Answer phones and assist in correspondence with constituents
- Greet constituents and office visitors
- Process tour requests and lead Capitol tours
- Handle mail
- Perform legislative research and draft memos
- Assist the Communications Director and Press Assistant in drafting social media content and other materials like press releases, website content, and newsletters
- Compile daily press clips
- Edit video clips
- Work on other administrative tasks as directed

### **Internship Dates and Details:**

Summer internships are slated to start mid-May 2025 and go until the end of August 2025, with some flexibility based on academic schedule. Interns are expected to work **in person in the office, Monday-Friday 9 a.m.- 5 p.m. Unfortunately, we cannot accommodate remote or hybrid internships.**

Deadline: Applications must be submitted **by 11:59 p.m. ET on Sunday, March 16, 2025.**

To apply: Interested applicants should send their resume and a brief cover letter detailing weekly available hours **IN ONE COMBINED DOCUMENT** to:

- [CA37.internships@mail.house.gov](mailto:CA37.internships@mail.house.gov) for DC office internship.
- You MUST follow these instructions:
  - **Use the subject line and title your document “First name Last name [legislative] OR [press] – Summer 2025 internship”**



Please reach out our Intern Coordinator, Maite McPherson, with any questions at [Maite.McPherson@mail.house.gov](mailto:Maite.McPherson@mail.house.gov).

## MEM-069-25

The Office of Congresswoman Grace Meng (NY-06) seeks candidates for paid **Summer 2025** internship positions in the Washington D.C. office.

Intern responsibilities will vary and are designed to give interns insight into the legislative process and a well-rounded experience on Capitol Hill. Some duties include answering phones, running errands, giving Capitol tours, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on various issues before the House.

This internship will run from May/June to August. Hours are flexible to accommodate students course schedules, but generally run from Monday to Friday, 9:00am to 5:00pm.

Applications for the Summer semester will be considered on a rolling basis. Priority will be given to applicants who apply before March 15th. Interested applicants should email a resume, cover letter, writing sample, and their availability to [ny06\\_intern\\_app@mail.house.gov](mailto:ny06_intern_app@mail.house.gov). Please include your name and the semester for which you are applying in the subject line.

## MEM-068-25

The Office of Representative Donald Norcross (NJ-01) is seeking motivated candidates for the **Summer 2025 Internship** program.

Intern responsibilities will include but are not limited to assisting staff with legislative, administrative, constituent relations, scheduling, and communications activities. Interns will answer phones; sort, distribute, and respond to constituent mail; attend hearings and briefings; assist with legislative research; compile daily clips; and participate in professional development activities.

Successful candidates will demonstrate that they are organized, detail-oriented, and professional. Strong written and oral communication skills are essential. Interns receive a stipend.

Please send a resume, cover letter, two or three professional references, and a brief writing sample as one combined PDF to [internships.norcross@mail.house.gov](mailto:internships.norcross@mail.house.gov). No phone calls or drop-ins, please. Incomplete applications will not be reviewed.



## MEM-066-25

**LEGISLATIVE INTERNSHIP:** The Office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for **Summer 2025 legislative interns** in our West Chester, Reading, and Washington, D.C. offices. This internship will run from late May through early August.

Both full and part time internships are available, and we offer stipends to students who are in need. Our internship program has returned to in-person work with flexible telework options should interns need to work from home.

Ideal applicants are self-starters who bring a customer service mindset and a passion for community service. Applicants must be intellectually curious, willing to spend a lot of time on the phone and write well.

Responsibilities range from helping constituents, to doing research and drafting memos for our legislative staff, to staffing the Congresswoman in hearings or meetings. We offer interns the opportunity to see Congress up close and from the inside. Prior volunteer, leadership, and work experience are a plus. Ties to PA-06 are also a plus.

Please submit applications through the [“Legislative Internship”](#) form our website, [Houlahan.house.gov](http://Houlahan.house.gov).

**Due to a high volume of applicants, you will likely only be contacted if you are selected for an interview.** This office is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

## MEM-065-25

**PRESS INTERNSHIP:** The Office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for **Summer 2025 Press Interns** in our Washington, D.C., Reading, and West Chester offices. This internship will run from late May through early August.

We offer needs-based stipends to students who are in need. Our internship program has returned to in-person work with flexible telework options.

Ideal applicants are adaptable and proactive self-starters who have experience in a fast-paced, deadline-oriented work environment. Applicants must be independent problem-solvers, have strong writing skills, and be comfortable communicating to both internal and external audiences. Technical experience with graphic design tools (Canva, InDesign, Illustrator), photo editing programs (Photoshop, Lightroom), or video editing software (Premiere, Headliner) a major plus.



Press interns will be responsible for compiling and distributing press clips, helping draft copy for press and digital materials, and developing digital content. Press interns will have the opportunity to staff the congresswoman to capture videos and photos of events. We offer interns the opportunity to see Congress up close and from the inside. Prior volunteer, leadership, and work experience are a plus. Ties to PA-06 are also a plus.

To apply, please send 1) a resume, 2) ONE brief paragraph about yourself and why you're interested in interning in our office, 3) a writing sample, and 4) one example of digital work (video, graphic or photo) to [PA06Press.Interships@mail.house.gov](mailto:PA06Press.Interships@mail.house.gov).

**Due to a high volume of applicants, you will likely only be contacted if you are selected for an interview.** This office is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

## MEM-061-25

The Office of Congressman Salud Carbajal (CA-24) is seeking a highly motivated and creative **Digital Intern** to assist with a fast-paced communications operation based in his Washington, D.C. office for the Spring 2025 term (late February to May). The Digital Intern will help build out the Congressman's digital and social media footprint, with heavy emphasis on creating engaging social media content and graphics. Qualified candidates should have strong writing, editing, and social media skills to assist with time-sensitive assignments, as well as basic familiarity with graphic design/video editing software. Candidates with experience in a press or digital media role (including internships) are preferred but not required. California or Central Coast ties and Spanish literacy are a plus. The intern will work closely with the Digital/Creative Assistant and Legislative Correspondent.

### RESPONSIBILITIES:

- Compiling daily press clips
- Creating engaging graphics and editing photos
- Assisting the Digital/Creative Assistant with social media content, website content and digital newsletters
- Clipping, editing, and captioning videos
- Assisting with press releases, op-eds, advisories, and other written materials
- Creating and maintaining press lists
- Compiling regular comms reports on press and social media results
- Additional responsibilities include assisting the Legislative Correspondent with administrative tasks (e.g. answering phone calls, greeting visitors, etc.) and legislative



tasks (e.g. batching incoming messages on Fireside, drafting constituent letters, writing cosponsor recommendations, etc.)

### **PREFERRED EXPERIENCE:**

A qualified candidate will possess strong social media and graphic design skills. Past experiences with Canva, Photoshop, and other digital/graphic/video design platforms are a major plus.

### **TO APPLY:**

The internship will run from late February to May. The hours are roughly 32 hours a week and are flexible to accommodate schedules and time zones, but generally run 9 AM to 6 PM ET when Congress is in session and 9 AM to 5 PM ET when Congress is out of session. This position is primarily in-person with some flexibility for telework. Interested applicants should email a resume, cover letter, writing sample, two digital samples, and dates/hours of availability to [Tommy.Vo@mail.house.gov](mailto:Tommy.Vo@mail.house.gov) with the subject line “(First Name) (Last Name) – Digital Intern.” This is a full-time, limited term position and offers a \$1,500 monthly stipend from the office of Congressman Carbajal’s unless the intern is already receiving credit/stipend through a third party. No phone calls, or walk-ins, please. This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. ***Deadline to apply is Monday, February 24th.*** We encourage you to apply as soon as possible as we are filling this position on a rolling basis. We prefer that the candidate can start

## **MEM-059-25**

### **Internship Opportunity:** Office of the Representative Joseph D. Morelle

The Washington, D.C. Office of Representative Joe Morelle is now accepting applications for an internship during the 2025 Summer term. Applicants must be based in Washington, D.C. for the duration of the summer internship (mid-May to mid-August, subject to change).

Full-time paid internships run Monday through Friday from 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session (refer to the House Calendar). Part-time internships are scheduled to accommodate students’ course schedules, as well as the needs of the office. Part-time interns can expect to receive either a stipend or academic credit. Interns must be legally eligible to work for the U.S. federal government.

### **In Washington, D.C., interns will be responsible for:**

- Greeting guests and assisting with front office operations;
- Answering phones, recording constituent opinions, and correctly processing inquiries;
- Conducting Capitol tours for constituents and other guests;





- Day-to-day office work to assist with the functioning of the congressional office and other duties as delegated by members of the staff;
- Supporting the Legislative Correspondent with sorting mail and drafting constituent letters;
- Attending hearings and briefings, as requested by senior staff;
- Researching legislation for the Member and legislative team;
- Interacting with members of staff in the D.C. office and virtually with the Rochester office;
- Other administrative tasks as assigned.

Throughout the semester, interns will learn about the operations of a congressional office, congressional communications, and the legislative process. Ideal candidates should possess excellent written and verbal communications skills, a strong attention to detail, the ability to succeed in a fast-paced work environment, and a good sense of humor. New York State ties are preferred but not required.

**Interested applicants should submit the following within the application form listed below:**

- Resume
- Cover letter
- Writing sample (ex. policy memo, short essay, etc.) (max. 2 pages)

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, disability, military status, age, marital status, or parental status. Internships are intended for current undergraduate students, current graduate students, and recent college graduates.

For more information on the Washington D.C. internship, please visit our website: <https://morelle.house.gov/congressional-internships>.

To apply for the Summer 2025 DC Internship, please fill out the google form found here: <https://forms.gle/vPks4HTwadRtpDDF6>. Our office will be accepting applications on a rolling basis until March 15th at 11:59pm EST. Applicants are encouraged to submit their application early.

**MEM-058-25**

### **Legislative Intern**

The Democratic Staff of the House Energy and Commerce Committee seeks qualified undergrad students and recent graduates for Legislative Interns for the Summer 2025 session.





An internship with the Energy and Commerce Democrats is designed to give students a thorough understanding of a Congressional committee's role in the legislative process. Throughout the course of the program, interns will assist staff with administrative tasks such as answering phones, conducting legislative research, and preparing materials for staff and member briefings. In addition, interns will have the opportunity to shadow staff at hearings and markups, as well as attend briefings on subjects within the Committee's broad jurisdiction.

Our ideal candidates are organized and committed students eager to join a fast-paced environment and build upon their knowledge of how Congress works—in particular, the role that congressional committees play in the federal legislative process. Superior writing and communication skills, attention to detail, and a sense of humor are required. Full-time availability is preferred, but part-time candidates are eligible as well. All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, or age. Women, minority, and veteran candidates are highly encouraged to apply. Interns will receive a stipend, and applicants may request the Committee's assistance to receive credit from their educational institution.

Interested applicants should submit their resume, cover letter, and one writing sample (two pages max.) to [InternshipResume.EC@mail.house.gov](mailto:InternshipResume.EC@mail.house.gov). In your cover letter, please indicate preferred start/end dates for scheduling purposes and whether you are available to work full-time or part-time. Please put "Summer 2025 Legislative Intern Application" in the subject line. The deadline for applications is March 21, 2025. Please no phone calls or drop-ins.

## MEM-057-25

The **Democratic staff of the House Committee on Ways and Means** seek a paid **Digital Fellow** to join a fast-paced, committed team for Summer 2025. The Digital Fellow must have video editing experience, enjoy advancing the Committee's priorities, and holding Republicans accountable. Scheduling is flexible for candidates with academic commitments.

### Essential Job Functions:

- Pitch timely, punchy social media content
- Produce high-quality graphics and videos in conjunction with the team
- Assist the team with managing press lists and website

### Minimum Qualifications:

- Prior experience in digital communications, including graphic design and video editing



- Ability to take direction and adapt quickly
- Exceptionally Qualified Candidates will have:
- Demonstrated understanding of or familiarity with Ways and Means' jurisdiction

Please send a cover letter, resume, and 2-3 graphic or video samples to [dylan.peachey@mail.house.gov](mailto:dylan.peachey@mail.house.gov) with the subject line "DIGITAL FELLOW SUMMER 2025: Last name" by Friday, February 28, 2025. We are an equal opportunity employer and do not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. Diverse applicants encouraged to apply.

## MEM-055-25

### Congressman French Hill **Internship Program**

Congressman French Hill (AR02) seeks interns to serve in his offices in Washington, D.C., and Arkansas.

Interns will work in a fast-paced office, gaining valuable exposure and knowledge of the legislative process and the U.S. Congress. Intern responsibilities include (but are not limited to) interacting with Arkansans and other visitors, conducting legislative research and writing, drafting communications materials, and assisting Arkansans with matters before the federal government.

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

Standard internships take place as follows:

- Spring: January through May
- Summer: May through August
- Fall: September through November

Internships outside of this schedule may be offered on a case-by-case basis. Paid and unpaid internships are available.

Interested individuals should send a resume and cover letter to [ar02.applications@mail.house.gov](mailto:ar02.applications@mail.house.gov). For more information, please call (501) 324-5941 or (202) 225-2506 and ask for the Intern Coordinator.

## MEM-050-25



The Washington, D.C. office of Congresswoman Gwen Moore (WI-04) seeks **Interns** for the upcoming Summer 2025 term.

Responsibilities include answering phones, attending hearings and briefings, drafting and editing constituent correspondence letters, writing memos, conducting research for the legislative staff, drafting social media posts, designing graphics, and providing support for the day-to-day activities of the office. Interns are paid via a monthly stipend.

The Office of Congresswoman Moore is an equal opportunity employer. We do not discriminate based on race, ethnicity, gender, sexual orientation, religion, national origin, age, or socioeconomic status.

All are welcome and encouraged to apply.

Interested applicants should send a resume, cover letter, and two short writing samples to [WI04DC.Internships@mail.house.gov](mailto:WI04DC.Internships@mail.house.gov). Additionally, applicants should indicate their availability on both an hourly and monthly basis.

**The deadline to apply is 6:00 PM ET on Friday, April 11th, 2025.**

### MEM-044-25

The office of U.S. Congressman Jeff Van Drew (R-NJ-02) is currently accepting applications for **part and full-time interns** for the summer session. This is a Republican office, and the start date would be as early as May 1st with an end date in early August. This is a paid internship with each intern receiving up to a \$1,000 stipend depending on availability based on a 40-hour workweek.

The internship will offer students and young professionals invaluable experience with our nation's legislative process. Interns contribute to the daily operations of the office and are expected to act in a reliable, professional manner at all times. Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the U.S. Capitol, opening and sorting mail, attending briefings, performing legislative research, and various other tasks to assist staff.

If interested, please email a resume and cover letter to [nj02internships@mail.house.gov](mailto:nj02internships@mail.house.gov). Please indicate in your cover letter that you're applying for a fall internship and format the files as [Full Name\_Resume], [Full Name\_Cover Letter]."

### MEM-041-25

The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for the summer of 2025. This is an in-person opportunity.



This position offers an opportunity to learn about the U.S. House of Representatives and gain substantive work experience in an exciting and fast-paced office. Internships are offered on a full-time and part-time basis, and stipends are offered based on need. Full-time availability is preferred. Ties to Tennessee's 9th District are preferred but not required. Start dates are flexible. Applications are reviewed on a rolling basis.

**Qualifications:**

- Demonstrated interest in politics, policy and/or public service.
- Strong communications and writing skills.
- Hard-working, dependable, detail-oriented and professional.
- Self-motivated
- Ties to Tennessee's 9th District are a bonus, but not required.

**Responsibilities:**

- Assist with constituent correspondence and draft email blasts and other forms of outreach.
- Attend virtual briefings and track virtual hearings.
- Conduct weekly legislative assignments.
- Conduct legislative research on an as-needed basis.

To apply, applicants must complete the form and submit the following materials on <https://cohen.house.gov/services/internships>:

- Resume.
- Cover letter.
- Three references

## MEM-039-25

Congressman Cory Mills' (FL-07) Washington, D.C. office is currently seeking qualified individuals to serve in his Washington, D.C. office for the Spring of 2025.

**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 possess strong organizational, communication, and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment. A positive attitude and interest in politics is a



must. This is a paid internship. To start immediately.

Please send resumes and cover letter to [Milka.jurado2@mail.house.gov](mailto:Milka.jurado2@mail.house.gov)

## MEM-018-25

Congresswoman Suzan DelBene, representing the 1st Congressional District of Washington state, seeks **interns** for her Washington, D.C. and District offices. Interns will work in a fast-paced 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. Kirkland, WA interns will have the opportunity to attend community events and tours with the Congresswoman and staff. Washington, D.C. interns will have the opportunity to lead tours of the U.S. Capitol as well as attend hearings and briefings for the legislative staff.

**Qualifications:** 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. Washington state ties are a plus but are not required.

**Apply:** To apply, please submit a cover letter, resume, and short writing sample (1 to 2 pages) through [this form](#).

**The deadline for Summer 2025 Internship Applications is 11:59 PM on February 24, 2025.**

Due to a high volume of applications, you will only be contacted if you are selected for an interview. This office is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

*No phone calls or walk ins - please email [internship.delbene@mail.house.gov](mailto:internship.delbene@mail.house.gov) with any questions or concerns.*

