



U.S. House of Representatives

CAO

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INTERSHIP VACANCY LISTING

Week of September 26, 2022

MEM-475-22 The Washington D.C. office of Congressman Matt Rosendale (MT-At Large) is currently accepting applications for full-time, paid **interns** for the Spring internship session.

Interns are involved in all aspects of the office including constituent services, daily administrative operations, and legislative research. Interns are also encouraged to attend hearings, briefings, lectures, and seminars available in Congress and around the Hill.

Ideal candidates are conservative college students or recent college graduates with strong communication and organizational skills. Students and recent graduates interested in learning more about our country's legislative process are encouraged to apply. Montana ties are preferred but by no means required.

All interested applicants should e-mail their resume and cover letter to Alexandra Schindewolf at alexandra.schindewolf@mail.house.gov with the subject line "Spring 2022 Internship." Please send all attachments as PDFs. The start date would be as early as January 9 (with a flexible start and end date depending on availability).

MEM-474-22 Office: Ken Buck

Position: **Intern**

Description: The Office of Congressman Ken Buck (CO-04) is seeking Fall 2022 and Spring 2023 interns for the D.C. office

Requirements: Qualified applicants should possess strong communication and writing skills, as well as a willingness to work in a fast-paced office.

Responsibilities include answering phones, giving tours of the Capitol, attending briefings, hearings, and policy meetings, conducting research, drafting constituent correspondence, and performing additional tasks to assist the Congressman's staff.

Please email your resume and cover letter to: matt.thompson@mail.house.gov

MEM-473-22 Congressman Barry Moore (AL-02) is seeking part-time OR full-time **interns** for the Spring 2023 semester in both his Washington, D.C. and District offices.

The internships are based in the Washington, D.C., Andalusia, Wetumpka, and Dothan, Alabama offices. They are open to college students of all majors and designed for undergraduate and graduate students, as well as recent graduates with an interest in public service. Hours are flexible to accommodate course schedules, but generally run from 9:00am to 5:00pm.

Preferred candidates should possess excellent communication skills, a strong attention to detail, a passion for public service, and the ability to work cooperatively and courteously with others.

Intern responsibilities include answering the phones, drafting constituent letters, listening to hearings and briefings, assisting the press & leg team, conducting research, and administrative work as needed. Interns will gain an understanding of the legislative process and the many other functions of a congressional office.

To apply, please send a cover letter, resume, and class schedule/availability to Internships.AL02@mail.house.gov with the subject line "Spring Intern Application 2023 (Office Location)." Please specify in the email and subject line which office you are applying for.

MEM-468-22 Republican Congressman Andrew Clyde (GA-09) seeks students or recent graduates for a full-time **internship** in his Washington D.C. office.

Internships are offered year-round for students and recent graduates. Internships are in-person. Hours are flexible to accommodate students' course schedules, but generally run 9:00 a.m. to 5:00 p.m. Credit hours may be offered to college students.

Intern responsibilities will include answering phones, researching legislation, attending hearings and briefings, writing constituent correspondence, giving US

Capitol tours, performing administrative duties, and completing other various tasks and projects as assigned.

Interns will have access to Congressional Staff Academy and Congressional Research Service classes and seminars. Interns will also be given opportunities to attend various receptions and networking events while gaining invaluable congressional experience.

All majors and academic backgrounds are invited to apply. The ideal candidate will possess:

- excellent oral and written communication skills
- research skills
- friendly and professional demeanor
- team player mentality
- ability to take initiative
- demonstrated eagerness to learn about the legislative process and gain congressional experience

This internship is an excellent opportunity for those interested in working politics, policy, or public service.

To Apply: Please email a resume and cover letter to peter.wright@mail.house.gov with subject line "Fall 2022 Internship Application"

MEM-463-22 The office of Rep. Rodney Davis is seeking fall 2022 **interns** for the DC office.

Motivated individuals should be eager to work and ready to help with various projects around the office. Interns will have the opportunity to learn about congress and our government throughout their time here.

To learn more and apply, follow the link to the site: <https://rodneydavis.house.gov/internship-application>. Or, email kevin.cheng@mail.house.gov your resume and cover letter.

MEM-460-22 The Democratic staff of the House Committee on Oversight and Reform is seeking energetic and self-motivated law students for full-time or part-time **internships** for the spring of 2023.

The position offers current law students the opportunity to gain substantive experience on an exciting and fast-paced Committee, while participating directly in the oversight process and learning about the day-to-day administrative operations of the House of Representatives.

Responsibilities include, but are not limited to: assisting Committee staff in preparing for congressional hearings, conducting legal and factual research,

drafting memoranda, and attending various briefings and meetings with Executive-branch and private sector officials for the purpose of taking notes. Law students play a key role in the office and will work closely with Committee counsel and staff.

Background: The Oversight and Reform Committee is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time.

Qualifications: Applicants should have (i) an interest in public service and (ii) a desire to learn. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Hours can be flexible, but applicants willing to be in the office full time are preferred.

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to oversightjobs@mail.house.gov, with “Spring 2023 Legal Internship” in the subject line. Please specify in your cover letter whether you can work full time and when you can start. Please use the following formats to name your resume and cover letter: “LastName.FirstName.Resume” and “LastName.FirstName.Cover Letter.” No phone calls or drop-ins please. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

MEM-459-22 U.S. Representative David N. Cicilline (D-RI) is seeking a remote LEGAL INTERN for fall 2022 to work with his legislative team.

Interns will work closely with the office’s Legislative Counsel and other staff, and duties will entail conducting legal research, drafting materials related to hearings and votes, reviewing and analyzing legislation, attending briefings, and providing other assistance as needed. Opportunities to come into the office for specific events may be available. Issue areas will include constitutional law, oversight over federal agencies, criminal justice, gun violence prevention, voting rights, immigration, intellectual property, privacy, financial services, and women’s issues/reproductive rights.

This internship is open to rising 2L and 3L law students (2L or 3L students in the 2022-2023 academic year) in good academic standing. This internship must be done for academic credit. The time commitment is ~15 hours per week. Women, people of color, LGBTQ+ individuals, individuals with disabilities, and those with Rhode Island ties are strongly encouraged to apply.

To apply, please email a (1) resume, (2) cover letter, (3) three-to-five-page writing sample, (4) unofficial law school transcript, and (5) list of three references with email contacts to RI01LegalInterns@gmail.com. Please send all

application documents in a single PDF file and include “Legal Intern Application” in the subject line.

- MEM-454-22** The Republican Staff of the House Committee on the Budget seeks motivated, reliable, and detail-oriented undergrad students and recent graduates for the Fall **Internship** Program.

Intern responsibilities include assisting staff in preparing for congressional hearings, assisting in performing research, attending Congressional briefings, answering telephones, and other miscellaneous duties.

The ideal candidate should be detail oriented, possess strong oral and written communication skills, have a strong appreciation for situational awareness, be able to multitask, and be adaptable to a fast-paced environment. An interest in topics relevant to the committee’s jurisdiction is preferred.

Please submit your resume, cover letter, and one-page writing sample to Carl.Griffin@mail.house.gov

- MEM-453-22** Congressman Carlos A. Gimenez is currently seeking full-time **interns** for his Fall 2022 internship program in Washington, D.C.

Intern responsibilities will include answering and logging constituent phone calls, leading constituent tours of the U.S. Capitol, drafting correspondence and legislative memos, and assisting staff with legislative research and administrative duties.

Miami ties and Spanish language skills are preferred but not required. Please send a resume to Gimenez.resume@mail.house.gov to apply.

- MEM-334-22** The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for fall 2022. This is a hybrid position— hours are worked remotely and in-person. A majority of the program is spent in the office.

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 with Interns will working for approximately 10-16 weeks (August – November).

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 (especially given that all work is remote).
- 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.

About Office of Congressman Steve Cohen

Congressman Cohen is the Representative of Tennessee's 9th District, which includes most of Memphis. He has served in this position since 2007. He is a Democrat.