



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**INTERSHIP VACANCY LISTING**

**Week of January 8, 2024**

**MEM-006-24** Spring **internships** in Congressman Blaine Luetkemeyer's office will be held in-person in the Washington, D.C. office. Schedules are flexible to accommodate academic schedules. All interns are paid a stipend.

Interns would have the chance to gain valuable hands-on experience while serving the constituents of Missouri's third district. Interns would be exposed to a wide range of policy areas, including the Congressman's work on the House Financial Services Committee, Small Business Committee, and the Select Committee on the Chinese Communist Party. Responsibilities would include corresponding with constituents, performing research for staff, giving tours of the Capitol building, attending Congressional hearings, and helping prepare for upcoming hearings.

Interested applicants should send a copy of their resume to [Andrew.Weinstock@mail.house.gov](mailto:Andrew.Weinstock@mail.house.gov). Successful interns have strong attention to detail and communications skills, as well as a strong interest in learning about the legislative process.

**MEM-625-23** The office of Congresswoman Stephanie Bice (OK-05) is seeking applicants for a paid **internship** for the Spring 2024 term.

Successful applicants will be motivated, detail-oriented, display a strong work ethic, and interact well with constituents and others. Furthermore, applicants should have a strong interest in the legislative process and the functioning of

Congress.

The intern would be expected to handle, sort and/or log incoming calls, mail, and electronic correspondence, lead tours of the Capitol, conduct research, help draft legislative and official correspondence, and assist the D.C. office staff with work as assigned including administrative and logistical support.

Qualified applicants should possess strong and effective communication (both verbal and written), work well in a highly dynamic fast-paced environment, have good time management skills including the ability to prioritize, and track multiple work products, possess attention to detail, and a willingness to learn new skills and tasks and be flexible in supporting the Member and all staff in various roles, both administrative and legislative.

To apply, please email [Jett.Thompson@mail.house.gov](mailto:Jett.Thompson@mail.house.gov) with a copy of your resume.

**MEM-620-23** Texas Republican Representative Troy E. Nehls (TX-22) currently seeks full-time **interns** in his Washington DC office for Spring 2024. Current college students and recent graduates are welcome to apply.

Intern responsibilities will include answering and logging constituent phone calls, drafting correspondence, and assisting staff with legislative research and administrative duties.

The ideal candidate should be conservative and be interested in public policy, politics, and government and is willing to learn more about the legislative process to serve the constituents of Texas's 22nd Congressional District.

Candidates with strong writing and communication skills are encouraged to apply and must be ready to work in a rapid environment. Texas ties and previous congressional experience are preferred, but not required.

Please send your resume and cover letter to Kyler Mooney, Staff Assistant ([Kyler.Mooney1@mail.house.gov](mailto:Kyler.Mooney1@mail.house.gov)).

**MEM-559-23** The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for legislative **internships** in Washington, DC for the Spring 2023 semester.

Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic.

Responsibilities include but are not limited to: logging constituent concerns, drafting constituent correspondence on a variety of issues, attending legislative briefings, greeting constituents and visitors when in the office, assisting staff with

research and special projects, tracking media coverage, and performing administrative duties. As a result, interns learn about the legislative process and the many other functions of a congressional office.

To apply for an internship in the Office of Congressman Cartwright, please submit an application, including a resume, cover letter, and a short writing sample at the following link: [cartwright.house.gov/services/internships](http://cartwright.house.gov/services/internships)

No phone calls or drop-ins please.