

House Vacancy Announcement and Placement Service

Questions? Connect with us at ResumeService@mail.house.gov or at 202-226-0221.

Internship Openings

Week of January 27, 2025

MEM-034-25

The Office of Congressman Morgan McGarvey is looking for an **Intern** to serve in our Washington, DC office from March 17 through May 16.

The objective of the internship program is for interns to gain as much experience as possible throughout their tenure and feel connected to all staff and constituents they interact with. Interns should leave the program with substantial knowledge of how a congressional office works, why the U.S. House of Representatives is important, and how the federal government functions overall. It is also important for the interns to leave with a staff-approved resume and writing sample.

An intern's main responsibility will be leading tours of the Capitol for constituents, answering the phones, helping research legislation, and assisting staff with miscellaneous tasks as needed.

All interns will be paid, have the opportunity to receive course credit, and must be able to commit to at least 20 hours a week for 10 weeks.

To apply for our DC office, send your resume, a cover letter, two references, and a short writing sample (less than 500 words) to Halpin.Burke@mail.house.gov. Please send all application materials as one PDF document with the subject line:

“Last Name, First Name- Spring 2025 Internship”

Individuals must be eligible to be paid by the United States Government to qualify for this internship, this includes meeting employment eligibility requirements for the U.S. House of Representatives (see www.house.gov/employment for more) and ability to present proof of valid work authorization in accordance with the Immigration Reform Act of 1986.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, military status, gender identity and expression, marital status, parental status, sexual orientation, or any other characteristic protected by applicable law.



Office of Talent and Development
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MEM-020-25

Congressman Troy E. Nehls' (TX-22) Washington, D.C office is currently seeking qualified individuals who have a passion for federal policy and America First priorities to serve in his Washington, D.C. office for the Spring of 2025. This **internship** provides students with a firsthand understanding of our nation's legislative process. Interns will contribute to the daily operations of the office. Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the Capitol, attending briefings and hearings, performing legislative research, and assisting both legislative and communications staff.

Those interested should send their resume and cover letter to andreas.schnabel@mail.house.gov with "Spring 2025 Internship" in the subject line.

Applications are reviewed on a rolling basis with a target start date of February 5th, 2025. Texas ties are preferred but not required.

Hours:

Full-time interns will work 9:00 AM to 5:00PM when out of session, 8:30 AM – 6:00 PM when in session Monday through Friday to meet the full-time rate. Accommodations may be made for students who attend classes during the work week or those with other commitments.

Stipend:

This is a paid internship. Please include availability, previous experience and information about yourself and your education. Full stipend is offered to interns available to work during regular hours of operations. Stipends vary for part-time interns depending on availability/hours per week working.

Transportation Accommodations:

The U.S. House of Representatives offers transportation full transportation reimbursement should interns utilize WMATA's Metro system for their commute. Interns will receive instructions on attaining any offered reimbursement.

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 with any questions or concerns.

MEM-017-25

The Office of Congressman Brian Mast (R-FL-21) is currently accepting applications for unpaid **internships** at the Washington, DC member office during the spring 2025 term. This internship will run from early February through May.

Responsibilities include answering and logging constituent phone calls, assisting staff with administrative duties, projects, legislative research, and drafting constituent correspondence.

The ideal candidate will be able to work in a fast-paced environment, have a general understanding of the legislative process, and possess strong written and oral communication skills. Florida ties are not necessary but preferred. The internship schedule is flexible for college students if needed.

Interested applicants should email their resumes and a brief writing sample to joseph.harrington@mail.house.gov. Please use the subject line "LASTNAME - Spring 2025 internship."



MEM-001-25

The Democratic Staff of the U.S. House Select Committee on Strategic Competition between the United States and the Chinese Communist Party seeks qualified undergraduate students and graduates for **paid internships** beginning as early as January 20th.

This position is hybrid (in-office and remote).

Responsibilities include, but are not limited to, assisting Committee staff in preparing for congressional hearings, conducting legislative research, providing support to investigations, drafting memoranda, and performing other policy and administrative tasks as necessary.

Interns play a key role in the office and will work closely with Committee counsel and staff. Our ideal candidates are organized, committed, and 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.

Ideal candidates possess strong organizational, communication, research and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment.

Candidates with diverse backgrounds and experiences are strongly encouraged to apply. A background and/or interest in subject areas related to the People's Republic of China is strongly preferred. Interested applicants should submit their resume, cover letter, and one writing sample (two pages max.) to SCCDems.resumes@mail.house.gov.

Please put "Spring 2025 Intern Application" in the subject line. In your cover letter, please indicate preferred start/end dates for scheduling purposes.

