

House Vacancy Announcement and Placement Service

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

Internship Openings

Week of February 10, 2025

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. 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-049-25

The Office of Representative Josh Riley (NY-19) is seeking highly motivated and service-oriented individuals for **District Office internships** in Catskill Village and Binghamton, NY, for the Spring of 2025.

Interns will gain hands-on experience in constituent services, assisting with casework correspondence, tracking local news and events, and supporting daily district office operations. They may also attend community events and meetings, representing the Congressman alongside staff. Additionally, interns will complete a Policy Brief project, conducting research and strategy work on a policy issue.



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Internships run from March 3 through May 2, 2025. Two paid positions are available (\$700/month for 12 hours per week), and four internships are offered for college credit. Applicants must be enrolled in an associate's, undergraduate, or graduate degree program. Strong communication skills, attention to detail, and a commitment to public service are essential.

Applications are reviewed on a rolling basis until February 14.

See the full Internship Description:

<https://drive.google.com/file/d/1z1UtciYY3xMvaxlsZKzZAZUJDyqKuoXx/view?usp=sharing>

Apply online at <https://riley.house.gov/services/internships>

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. 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



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.

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.

