

# House Vacancy Announcement and Placement Service

Questions? Connect with us at [ResumeService@mail.house.gov](mailto:ResumeService@mail.house.gov) or at 202-226-0221.

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## Internship Openings

Week of September 22, 2025

MEM-310-25

### Fall 2025 Committee on House Administration Internship

The Committee on House Administration Republican Office seeks energetic and self-motivated individuals with an interest in government and public policy, to apply for its paid, full-time internship program. The Committee on House Administration maintains jurisdiction of federal election policy and manages the day-to-day operations of the House of Representatives with oversight of several offices within the Capitol Complex, including the Chief Administrative Officer, Architect of the Capitol, Clerk of the House, House Inspector General, Sergeant at Arms, U.S. Capitol Police, and other legislative branch entities like the Library of Congress, Government Publishing Office, and the Smithsonian Institution. Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner-workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), oversight, research, assisting with phones, and providing support to all Committee staff.

### Responsibilities:

Interns are responsible for both administrative and legislative duties. Administrative tasks include answering phones, greeting visitors, sorting mail, entering data, and drafting correspondence. Legislative support includes performing research, drafting public statements, prepping materials for hearings, attending hearings and briefings, reaching out to agencies and other congressional offices, and a host of various special projects. Please send a resume, cover letter, and availability to [CHAInternGOP@mail.house.gov](mailto:CHAInternGOP@mail.house.gov).

MEM-309-25

Congressman French Hill (AR02) has **Communications internship** positions available for the Spring 2026 term in both his DC and Little Rock offices.

Interns will work in a fast-paced environment, gaining valuable exposure and knowledge of the legislative process and the U.S. Congress while helping central Arkansans. Intern responsibilities include answering constituent phone calls, assisting staff with administrative tasks, conducting legislative research, and assisting with correspondence.



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Interns should have a positive attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be detail-oriented self-starters, take and listen to direction, and be willing to work both independently and as part of a team. Applicants should have a working knowledge of current events and policy topics as well as a willingness to assist with daily office tasks. Arkansas ties strongly preferred. This internship will focus on communications in a Congressional and governmental setting but will include other responsibilities as outlined above.

Internships are open to college and graduate students as well as recent graduates. The office offers paid and unpaid internships depending on availability.

To apply, please send a resume cover letter, and 2 references or letters of recommendation to [AR02.Applications@mail.house.gov](mailto:AR02.Applications@mail.house.gov) indicating which location you are applying for. Applications should be submitted by October 12 but will be accepted on a rolling basis until all positions are filled.

If you have any questions, you can contact the office for additional information at (202) 225-2506.

## MEM-308-25

Congressman French Hill (AR02) has **internship** positions available for the Spring 2026 term in both his DC and Little Rock offices.

Interns will work in a fast-paced environment, gaining valuable exposure and knowledge of the legislative process and the U.S. Congress while helping central Arkansans. Intern responsibilities include answering constituent phone calls, assisting staff with administrative tasks, conducting legislative research, and assisting with correspondence. Interns should have a positive attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be detail-oriented self-starters, take and listen to direction, and be willing to work both independently and as part of a team. Applicants should have a working knowledge of current events and policy topics as well as a willingness to assist with daily office tasks. Arkansas ties strongly preferred.

Internships are open to college and graduate students as well as recent graduates. The office offers paid and unpaid internships depending on availability.

To apply, please send a resume cover letter, and 2 references or letters of recommendation to [AR02.Applications@mail.house.gov](mailto:AR02.Applications@mail.house.gov) indicating which location you are applying for. Applications should be submitted by October 12 but will be accepted on a rolling basis until all positions are filled.

If you have any questions, you can contact the office for additional information at (202) 225-2506.



## MEM-306-25

The personal office of Congressman Brian Mast (FL-21) is accepting applications for **unpaid internships** in Washington, DC for the fall 2025 term. This internship will run from now until winter with flexible start and end dates.

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

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

Interested applicants should email their resumes, cover letters, availability, and ideal timeframe to [shelly.ballaish@mail.house.gov](mailto:shelly.ballaish@mail.house.gov) and [david.casimes@mail.house.gov](mailto:david.casimes@mail.house.gov). Please use the subject line "LASTNAME - Fall 2025 internship."

Please note that while Congressman Mast serves as Chairman of the Foreign Affairs Committee, this is a role in the Florida-based office, so an interest in the Congressman's domestic portfolio and priorities are a must.

## MEM-303-25

### **Background:**

The Office of Congressman Carlos A. Gimenez (FL-28) is hiring **paid interns** for the Fall 2025. Interested candidates are encouraged to submit a resume and cover letter to the Congressman's website before the end of the month. Applications will be reviewed once received, and our office will contact the best qualified candidates to begin our interview process.

### **Expectations:**

Interns serve important roles for the office by providing support with office administration, communications, and legislative research. Interns will have the opportunity to work in various areas (e.g., communications, constituent services & administrative support, District operations, legislative) and duties as assigned.

### **Duties:**

- Processes incoming and outgoing communications to track and follow up on requests by staff and constituents.
- Conducts research and drafts responses to constituent correspondence to address key issue areas.



- Opens, sorts, and distributes mail and other messages to ensure the office can respond to all inquiries in a timely manner.
- Partner with the legislative staff to draft responses to constituent inquiries on an array of issue areas.
- Assists with constituent flag requests, tours of the Capitol, and arranging visits to other national landmarks.

#### **Qualifications:**

- Pursuing or completed a Bachelor's degree or equivalent combination of education and experience.
- Prior constituent service or customer relationship management experience is preferred.
- A demonstrated interest in public service.
- Bilingual in English and Spanish preferred, not required.

#### **Applicant Instructions:**

All interested candidates are encouraged to submit a cover letter and resume to <https://gimenez.house.gov/internships> and email [chase.stephens@mail.house.gov](mailto:chase.stephens@mail.house.gov).

#### **MEM-295-25**

Congressman Michael Rulli (R-OH) is seeking **interns** for his Washington, D.C. office for the upcoming semester. This internship offers students an opportunity to gain firsthand experience working in a Republican congressional office and learn about the legislative process in the U.S. House of Representatives.

Responsibilities include:

- Answering phones and greeting visitors
- Assisting with constituent correspondence and casework
- Conducting U.S. Capitol tours
- Attending briefings and hearings
- Assisting legislative staff with research and memos
- Supporting communications and administrative tasks
- Qualifications:



- Strong written and verbal communication skills
- Professionalism and attention to detail
- Ability to work in a fast-paced environment
- Interest in public policy, government, or related fields
- Ohio ties are preferred but not required

#### Details:

Location: Washington, D.C. – Cannon House Office Building

Schedule: Full-time and part-time positions available (flexible with academic calendars)

Compensation: Internships are unpaid; academic credit may be arranged through your university

Application Materials: Resume and Cover Letter

#### How to Apply:

Please send your resume and cover letter to [brooklyn.souza@mail.house.gov](mailto:brooklyn.souza@mail.house.gov) with the subject line: Internship Application – [Your Name].

### MEM-292-25

The Office of Congressman Wesley Hunt (TX-38) is currently seeking candidates for the **Fall 2025 District Office Internship**. Internships are full or part-time and in-person at our Houston, TX, or Tomball, TX offices. Ties to the District are preferred but not required. The fall internship program runs from September through December. The internship is flexible in the number of hours per week, but a minimum of 15-20 hours per week is mandatory. Intern hours are five days a week from 9:30 AM to 4:00 PM CT.

#### Duties

The district office internship will allow participants to experience a fast-paced environment within the district. District intern's responsibilities will include answering phones, conducting research, assisting with events throughout the district, and various other tasks. Interns will learn about the crucial work a district office does.

#### Qualified applicant requirements

Ideal candidates will be hard workers, detail-oriented, efficient multitaskers, and comfortable interacting and speaking with the public. Successful internship candidates should:

- Be at least 18 years of age.



- Be working towards a bachelor's or master's degree.
- Demonstrate an interest in politics and public service.
- Possess highly competent time management skills.
- Possess effective teamwork, professionalism, flexibility, and communication both written and verbal skills.
- Have the ability to complete assignments with limited guidance.

#### How to apply

Interested candidates should submit a cover letter describing why they're interested in working as an intern in a congressional office. Experience that applies to being an intern in the district office should also be included. Our office also requires a resume that highlights relevant experience related to the position.

Interested applicants should:

1. Fill out an application at the following link: <https://hunt.house.gov/services/internships>
2. At the end of the form upload both the cover letter and resume

Please be advised that only applicants selected for interviews will be contacted.

No drop-ins please.

