

# 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 29, 2025

MEM-326-25

Congressman Mike Levin (CA-49) seeks **press and legislative interns** for his Washington, D.C., office for the Winter or Spring 2026 term.

These internships provide an opportunity for undergraduate students, graduate students, and recent graduates to learn more about the workings of a Congressional office and the legislative process. Interns should have a general understanding of the U.S. political system, value open communication, be eager to grow, and bring a can-do attitude. Internships last approximately three to four months and are intended to be an educational experience. Internships are offered for either academic credit or a stipend. Internship applicants must be high school graduates. Current students and recent graduates will be given first priority for the internship program.

Legislative intern responsibilities include:

- Attending committee hearings and congressional briefings,
- Conducting policy research and drafting legislative materials,
- Authoring constituent correspondence on a range of policy issues,
- Answering phones and processing mail,
- Leading constituents on tours of the Capitol,
- Working on other administrative and legislative tasks, as directed.

Press intern responsibilities include:

- Assisting the Communications Director and Digital Manager/Press Secretary in drafting and editing social media content, digital graphics, and other digital materials,
- Drafting press releases, newsletters, remarks, and talking points,
- Compiling daily press clips and maintaining press lists,
- Answering phones and processing mail,
- Leading constituents on tours of the Capitol,
- Working on other administrative and communications-related tasks, as directed.



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Press interns should have strong social media skills and basic familiarity with graphic design and video editing. Submission of a sample graphic or similar communications work with your application is strongly encouraged.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. We deeply value the diversity of our employees and encourage candidates from diverse backgrounds to apply.

To apply for an internship with Representative Levin, please email a cover letter, resume, three references, and a brief writing sample all in one pdf file, with the file name including internship class, year, last name, and first name (i.e. Spring2026.Doe.Jane.pdf) to [CA49.DCInternships@mail.house.gov](mailto:CA49.DCInternships@mail.house.gov) by November 15. Please specify whether you are applying for the press internship or the legislative internship. Applicants with strong ties to the 49th District are given preference.

## MEM-323-25

### Fall D.C. Internship with the Office of Congresswoman Bynum

The Office of Congresswoman Janelle Bynum (OR-05) is seeking a full-time **intern** to join our office in Washington DC. Preferred start date in early October with availability to work through the end of 2025.

#### DUTIES:

- Handle incoming correspondence with poise, professionalism, and promptness;
- Assist Member and key staff with logistical and administrative duties;
- Update the office's legislative tracker and perform research on legislative measures;
- Attend briefings and hearings, conduct research, and draft correspondence and memoranda;
- Partner with communications team to create speeches, social media posts, and talking points.

#### QUALIFICATIONS:

- College student in good academic standing;
- Good oral and written communication skills;
- The ability to handle difficult situations with courtesy, tact and compassion;
- Problem-solving skills and the ability to work independently and use good judgement;
- Responsible, dependable and willing to learn.

#### HOW TO APPLY:

Please fill out the internship application on our website:

<https://bynum.house.gov/services/internships>



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Please select “Fall” to the question regarding “Desired Session.” Applications will close on October 3, 2025.

**NOTICE:**

All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.

## MEM-322-25

Representative Jim Baird (IN-4) is seeking **internship** applicants for Spring 2026 in the Washington, DC and Danville, IN district offices. This is a paid, in-person, invaluable opportunity to experience the legislative process hands-on through a wide range of tasks and responsibilities providing support with office administration, communications, and legislative work.

Responsibilities may include answering phones, greeting office visitors, sorting mail, conducting legislative research, attending hearings and briefings, giving tours of the U.S. Capitol, directing constituents to the appropriate offices and agencies, assisting communications staff with press releases and social media, drafting constituent letters and certificates, accompanying staff to meetings and events throughout the district, and assisting with constituent casework.

The ideal candidate should have strong oral and written communication skills, be detail oriented, motivated, and flexible, and address all work with a positive attitude.

Prior constituent or customer service experience, a demonstrated interest in public service, and District/Indiana ties is preferred.

The internship will run from early January to mid-May and can be full-time or part-time to accommodate educational commitments.

Interested applicants should apply and upload a resume through the website at: <https://baird.house.gov/services/internships.htm>.

Any questions can be directed to [baird.intern@mail.house.gov](mailto:baird.intern@mail.house.gov).

## MEM-320-25



Congressman French Hill (AR02) seeks **interns** to serve in his offices in Washington, D.C., and Arkansas. We are currently recruiting for Congressional internships as well as communications focused internships.

Interns will work in a fast-paced office, gaining valuable exposure and knowledge of the legislative process and the U.S. Congress. Intern responsibilities include (but are not limited to) interacting with Arkansans and other visitors, conducting legislative research and writing, drafting communications materials, and assisting Arkansans with matters before the federal government.

Ideal candidates will have a positive attitude, strong work ethic, and excellent written and oral communication skills. Applicants should have working knowledge of current events and policy topics as well as a willingness to assist with daily office tasks. Social media and other communications experience are a plus.

Successful interns will be self-starters, listen to and take direction, and be willing to work both independently and as part of a team.

Interested individuals should send a resume, cover letter, and 2 references to [ar02.applications@mail.house.gov](mailto:ar02.applications@mail.house.gov)

For more information, please call (501) 324-5941 or (202) 225-2506 and ask for the Intern Coordinator.

If your institution uses Handshake, the Congressional Intern application can be found [here](#). The Communications Intern application can be found [here](#). If your institution uses LinkedIn, the Congressional Intern application can be found [here](#). The Communications Intern application can be found [here](#).

## MEM-319-25

### **D.C. Internship Opportunity: Office of the Representative Joseph D. Morelle**

The Washington, D.C. Office of Representative Joe Morelle is now accepting applications for an **internship** during the 2026 Spring term. Applicants must be based in Washington, D.C. for the duration of the spring internship (mid-January to early May, subject to change).

Full-time paid internships run Monday through Friday from 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session (refer to the House Calendar). Part-time internships are scheduled to accommodate students' course schedules, as well as the needs of the office. Part-time interns can expect to receive either



pay or academic credit. Interns must be a U.S. citizen and legally eligible to work for the U.S. federal government.

## **Washington, D.C. Internship Responsibilities**

Interns in the Washington, D.C. office play an important role in the daily operations of the office and gain firsthand experience in the legislative process.

### **Core Responsibilities (all interns)**

All interns will be responsible for:

- Greeting guests and assisting with front office operations
- Answering phones, recording constituent opinions, and correctly processing other inquiries
- Conducting Capitol tours for constituents and other guests
- Supporting the Legislative Correspondent with sorting mail and drafting constituent letters
- Attending hearings and briefings, as requested by senior staff
- Researching legislation for the Member and legislative team
- Assisting with day-to-day office work and other duties as delegated by members of the staff
- Interacting with members of staff in the D.C. office and virtually with the Rochester office
- Other administrative tasks as assigned

### **Additional Responsibilities (by focus area)**

Each semester, interns have the opportunity to take on additional duties based on office needs and individual interests. These may include responsibilities in Communications, Scheduling, or Correspondence:

Communications Interns may:

- Compile daily press clips and monitor media coverage of issues relevant to the Member
- Draft press releases, media advisories, and statements under staff guidance
- Assist with social media content creation and scheduling
- Help update the office website and other digital platforms
- Maintain press contact lists and track media inquiries
- Support logistics for press events and prepare briefing materials for interviews or appearances

Scheduling Interns may:

- Assist with processing and tracking incoming invitations to the Member
- Confirm details and logistics for meetings, events, and travel
- Help maintain the Member's calendar and coordinate with district staff as needed
- Prepare briefing materials for scheduled events or meetings



- Support logistics for events, including visitor coordination and follow-up
- Assist with schedule adjustments, conflicts, and communications

Correspondence Interns may:

- Track and organize inbound constituent correspondence
- Draft responses to constituent letters on legislative issues and policy questions under staff supervision
- Research issues raised by constituents to inform responses
- Assist the Legislative Correspondent in preparing reports summarizing constituent concerns and trends

Throughout the semester, interns will learn about the operations of a congressional office, congressional communications, and the legislative process. Ideal candidates should possess excellent written and verbal communications skills, a strong attention to detail, the ability to succeed in a fast-paced work environment, and a good sense of humor. New York State ties are preferred but not required.

Interested applicants should submit the following in one document within the application form listed below:

- Resume
- Cover letter
- Writing sample (ex. policy memo, short essay, etc.) (max. 2 pages)

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, disability, military status, age, marital status, or parental status. Internships are intended for current undergraduate students, current graduate students, and recent college graduates.

For more information on the Washington D.C. internship please visit:

<https://morelle.house.gov/congressional-internships>.

**To apply for the Spring 2026 D.C. Internship, please fill out the google form found here: [Spring 2026 D.C. Internship Application Google Form](#). Our office will be accepting applications on a rolling basis until October 17<sup>th</sup> at 11:59pm EST. Applicants are encouraged to submit their application early.**

MEM-318-25

**Internship Opportunity: Office of the Representative Joseph D. Morelle**  
Rochester, NY



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The District Office of Representative Joseph Morelle, NY-25 **in Rochester, NY**, will be accepting applications for an **in-person internship** during the **Spring Semester 2026**.

Applications will be accepted **September 24th, 2025 – October 17th, 2025**.

Interns will be responsible for:

- Completing constituent calls
- Writing letters, certificates, and proclamations
- Day-to-day office work
- Interacting with members of staff in the Rochester office and virtually in the D.C. office
- Other duties delegated by members of staff including various constituent case work or work on District-based projects of importance

Interns will learn about the functions of a congressional office, congressional communications, and the legislative process. Ideal candidates should possess excellent communication skills, strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. New York State ties are preferred but not required.

Interested applicants should submit the following in **one PDF document**:

- Resume
- Cover letter
- One-page writing sample
- Dates of availability

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, disability, military status, age, marital status, or parental status. Internships are intended for current undergraduate students and current graduate students.

For more information on the district internship please visit: <https://morelle.house.gov/congressional-internships>

**To apply for the Spring 2026 District Office Internship, please fill out the google form found here: [Spring 2026 DO Internship Application Google Form](#). Our office will be accepting applications on a rolling basis until October 17<sup>th</sup> at 11:59pm EST. Applicants are encouraged to submit their application early.**

MEM-317-25



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The office of U.S. Congressman Jeff Van Drew (R-NJ-02) is currently accepting applications for part and full-time interns for the spring internship session. The start date would be as early as January 6th (flexible depending on availability) with a flexible end date around the middle of May. This is a paid internship with a monthly stipend as well as transit benefits.

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](mailto: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-316-25

Spring Intern Office of Representative Dan Meuser(PA-09)

The Washington D.C office of Congressman Dan Meuser is seeking **interns** for the Spring of 2026. Interns will gain a strong understanding of the functions of a congressional office and firsthand experience with the legislative process. Internship start and end dates are flexible and part time internships are available for students. Full time hours are Monday-Friday 9:00-5:00. This is a paid opportunity with a monthly stipend and reimbursement for Metro commute.

Intern responsibilities include, but are not limited to, answering phones, assisting with constituent correspondence, conducting legislative research, leading Capitol tours, attending hearings and briefings and drafting memos. Applicants should be detail oriented, able to work well in a fast-paced environment, have strong oral and written communication skills and an interest in public policy. Pennsylvania ties are preferred but not required.

To apply, please send a resume and cover letter to: [Kieran.Patch@mail.house.gov](mailto:Kieran.Patch@mail.house.gov).

## 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. 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.

