

House Vacancy Announcement and Placement Service

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Internship Openings

Week of June 30, 2025

MEM-215-25

Fall Internship for House Committee on Veterans' Affairs- Majority

Background:

House Committee on Veterans' Affairs has a need to hire an **intern** in the Washington, D.C. office in a full-time capacity. Interested candidates are encouraged to submit a resume and cover letter.

Job Expectations:

Interns provide support with a variety of committee activities, including but not limited to: administrative and logistical support for hearings, business meetings, and mark-ups; assisting the committee's communications team with media relations activities; and conducting legislative research for policy issues within the committee's jurisdiction.

Job Duties:

Administrative Support

- Provides administrative and logistical support to ensure Committee hearings, business meetings, and mark-ups are run in an efficient and effective manner
- Serves as an initial point of contact for visitors (e.g., hearing witnesses, government officials, and other VIPs) who have business with the Committee and its staff
- Answers phone calls and routes mail and other messages to appropriate committee staff for further action

Legislative

- Partners with the committee staff prepare stakeholder inquiries on oversight and policy issue areas within the committee's jurisdiction
- Performs research on issues or topics related to public law, regulation, and legislation
- Attends meetings with stakeholders and assists the legislative staff prepare for hearings and mark-ups



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Featured Skills:

- **Adaptability:** Adapts quickly to change or unexpected obstacles
- **Research and Analysis:** Collects, synthesizes, and analyzes information from a variety of stakeholders and sources in an objective, unbiased manner to inform strategic decision making.
- **Planning and Coordination:** Organizes work and sets priorities. Coordinates with others to accomplish goals; monitors progress and evaluates outcomes.
- **Interpersonal Skills:** Develops and maintains effective relationships with others from diverse backgrounds and in different situations. Shows understanding, courtesy, tact, empathy, and politeness.
- **Written Communication:** Writes in a clear, concise, organized, and convincing manner.

Preferences:

- Pursuing or completing Bachelor's degree or equivalent combination of education and experience
- A demonstrated interest in public service

Applicant Instructions:

All interested candidates are encouraged to submit a cover letter and resume by 8/01/2025 to nicholas.west@mail.house.gov. Please follow the subject template:

HVAC_Fall_Firstname_Lastname

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-214-25

The District Office of Representative Joseph Morelle, NY-25 in **Rochester, NY**, will be accepting applications for an **in-person internship** during the **Fall Semester 2025**.

Applications will be accepted **June 24th, 2025 – July 25th, 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 Summer 2025 District Office Internship, please fill out the google form found here: [Fall 2025 DO Internship Application Google Form](#). Our office will be accepting applications on a rolling basis until July 25th at 11:59pm EST. Applicants are encouraged to submit their application early.

MEM-213-25

The Washington, D.C. Office of Representative Joe Morelle is now accepting applications for an **internship** during the 2025 Fall term. Applicants must be based in **Washington, D.C.** for the duration of the fall internship (early September to mid-December, 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.



In Washington, D.C., interns will be responsible for:

- Greeting guests and assisting with front office operations.
- Answering phones, recording constituent opinions, and correctly processing inquiries.
- Conducting Capitol tours for constituents and other guests.
- Day-to-day office work to assist with the functioning of the congressional office and other duties as delegated by members of the staff.
- 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.
- Interacting with members of staff in the D.C. office and virtually with the Rochester office.
- Other administrative tasks as assigned.

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 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 Fall 2025 DC Internship, please fill out the google form found here: [Fall 2025 DC Internship Application Google Form](#). Our office will be accepting applications on a rolling basis until July 25th at 11:59pm EST. Applicants are encouraged to submit their application early.



MEM-211-25

Legislative Intern

Representative Kevin Mullin (CA-15) is accepting applications for paid **legislative internships** in his Washington, DC office for the fall semester.

The ideal candidate will have excellent written and oral communications skills, interest in the legislative process, resourcefulness, and a willingness to learn in a fast-paced environment. Ties to the Bay Area or California are preferred but not required.

Responsibilities include answering phones, researching legislative issues, drafting constituent correspondence, attending policy briefings and hearings, recommending legislation to the Representative, and other tasks as assigned.

The Fall internship begins in August and will end mid-December, with flexible start and end dates. At least 20 hours of availability per week is preferred.

The deadline to apply is July 18, 2025. Applications will be reviewed on a rolling basis, so applicants are encouraged to apply as soon as possible. Due to the large volume of applicants, only those selected for an interview will be contacted. To apply, please submit a resume, cover letter, and one page writing sample as one PDF at this [link](#). This position is part time, in person, and is compensated at \$15/ hour.

Candidates from diverse backgrounds are encouraged to apply. This office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

MEM-210-25

Press Intern

Representative Kevin Mullin (CA-15) is accepting applications for a paid **press internship** in his Washington, DC office for the fall semester. The press intern will work closely with the communications team.

Applicants should be organized, creative, familiar with current events, and detail oriented. Responsibilities include answering telephones; compiling daily press clips; creating content for social media; drafting press releases, newsletters, and other written materials; maintaining press lists; clipping floor and hearing remarks; and designing graphics.



The ideal candidate is team-oriented, has a strong work ethic, and has an ability to excel in fast-paced environments. Excellent written and oral communication skills are a must. Relevant communications skills such as graphic design, social media, and video editing experience are preferred.

The Fall internship begins in August and will end mid-December, with flexible start and end dates. At least 20 hours of availability per week is preferred.

The deadline to apply is July 18th, 2025. Applications will be reviewed on a rolling basis, so applicants are encouraged to apply as soon as possible. Due to the large volume of applicants, only those selected for an interview will be contacted. To apply, please submit a resume, cover letter, and one page writing sample as one PDF, as well as one sample graphic you have created, at this [link](#). This position is part time, in person, and is compensated at \$15/ hour.

Candidates from diverse backgrounds are encouraged to apply. This office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

MEM-209-25

The House Judiciary Committee Democratic Staff, under the leadership of Ranking Member Jamie Raskin, **seeks legal, clerk, and press interns** for the Fall 2025 internship program. This program offers students firsthand experience with the operations of a congressional committee and provides a unique opportunity to learn about the important role the House Judiciary Committee plays in the legislative process. The Committee's jurisdiction spans a wide range of legislative and oversight issues, including oversight of the U.S. Department of Justice, constitutional law, federal criminal law, voting rights, immigration and naturalization, and antitrust law. Interns work closely with Committee staff—including subcommittee teams, the oversight team, and communications staff—on a variety of substantive projects.

The Committee strives to ensure that our internship class reflects the diversity of the country; candidates from diverse backgrounds are strongly encouraged to apply. The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

The deadline for applications for the Fall 2025 session has been extended to July 8, 2025. All internships are in-person, based in Washington, DC, preferably full-time, and open to **undergraduate, graduate, and law students**. Legal internships are available to law and graduate students, while clerk and press internships are offered to undergraduate



students. Intern assignments will vary depending on the work of the House Judiciary Committee each semester.

For a full description of the legal, clerk, and press internships, as well as to submit your application, please visit our website: <https://democrats-judiciary.house.gov/about/internship-opportunities>.

MEM-208-25

Fall District Internship with the Office of Congresswoman Bynum

The Office of Congresswoman Janelle Bynum (OR-05) is seeking **part-time interns** to join our district office in Oregon City, Oregon. Preferred start date beginning in August 2025, with an end date in December 2025. Seeking applicants available to work in-person 12-24 hours per week.

DUTIES:

- Handle incoming calls with poise, professionalism, and promptness.
- Assist Member and key staff with logistical and administrative duties.
- Receive and log input from constituents on policy matters for the Member office's consideration and response.
- Organize press clips and assist the communications team with social media posts and talking points.
- Attend briefings and hearings, conduct research, and draft correspondence and memoranda.

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 send your resume and cover letter to BynumJobs@mail.house.gov by July 29.

MEM-207-25

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

The Office of Congresswoman Janelle Bynum (OR-05) is seeking **part-time interns** to join our office in Washington DC. Preferred start date in early September 2025, with an end date in December 2025. Seeking applicants available to work 12-24 hours per week.



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 send your resume and cover letter to BynumJobs@mail.house.gov by July 29, 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-206-25

Congressman Moulton is seeking hard-working individuals who are passionate, driven, and committed to public service for an **internship** in his Salem office and Washington D.C. office.

Internships are intended for current undergraduate students, current graduate students, and recent college graduates. Interns receive a stipend distributed based on total hours worked.

D.C. RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk.
- Categorizing and responding to constituent mail.
- Drafting form letters and cosponsor requests for the Congressman.
- Taking notes at briefings and hearings.
- Conducting tours of the Capitol for constituents.
- Assembling press and news clips.



- Performing a variety of other duties as assigned, such as conducting legislative research.

DISTRICT RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk.
- Assisting the Casework Team on a variety of casework requests involving federal agencies.
- Taking notes at briefings and hearings.
- Assembling press and news clips.
- Performing a variety of other duties as assigned, such as conducting legislative research and attending community events.

APPLICATIONS

Applicants can access the application

here: https://docs.google.com/forms/d/e/1FAIpQLSd1NOVxgvmGvGyH_1u4e35RUkweWU24Rmu7gA0Y3HOxKXTkjQ/viewform

Applicants can find more information on the internship portal at moulton.house.gov under the 'Services' tab. All applications are due on **July 10 at 11:59pm** and will be reviewed after the application period closes. If you have trouble accessing the application form above or have other questions, please email Julia Clayton (Julia.clayton@mail.house.gov)

MEM-205-25

Congresswoman Rosa L. DeLauro (CT-03) is seeking applicants for the **Summer 2025 internship** program in her Washington, D.C. office.

Responsibilities: The office of Congresswoman DeLauro runs an internship program intended for current undergraduate students, recent college graduates, and students currently enrolled in graduate school. Internships in Congresswoman DeLauro's office combine administrative and legislative work. Interns are involved in all aspects of the office including constituent services, correspondence, and legislative research, in addition to providing general staff support.

Qualifications: Applicants should have an ability to work in a fast-paced environment, possess excellent writing skills, and an enthusiastic attitude. Interning in Congresswoman DeLauro's office is a great opportunity to work in a highly active legislative office.

How to Apply: Please email your completed intern application form (also located on delauro.house.gov/services/internships), cover letter, resume, brief writing sample (1-2 pages), and two reference contacts in a single PDF file to Lydia.McCarty@mail.house.gov with the subject line "Fall 2025 Internship" by 6pm on July 3rd. Applicants must submit all required materials in a single PDF file to be considered.

Applicants and employees shall not be discriminated against with respect to compensation, terms, conditions, or privileges of employment, because of such person's



race, color, religion, sex, age, national origin, service in the military, disability, or sexual orientation.

MEM-204-25

The **Democratic Staff** of the **House Energy and Commerce Committee** seeks qualified undergrad students and recent graduates for **Legislative Interns** for the **Fall 2025** session. An internship with the Energy and Commerce Democrats is designed to give students a thorough understanding of a Congressional committee's role in the legislative process. Throughout the course of the program, interns will assist staff with administrative tasks such as answering phones, conducting legislative research, and preparing materials for staff and member briefings. In addition, interns will have the opportunity to shadow staff at hearings and markups, as well as attend briefings on subjects within the Committee's broad jurisdiction.

Our ideal candidates are organized and committed students 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. Superior writing and communication skills, attention to detail, and a sense of humor are required. Full-time availability is preferred, but part-time candidates are eligible as well.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, or age. Women, minority, and veteran candidates are highly encouraged to apply. Interns will receive a stipend, and applicants may request the Committee's assistance to receive credit from their educational institution.

Interested applicants should submit their resume, cover letter, and one writing sample (two pages max.) to InternshipResume.EC@mail.house.gov. In your cover letter, please indicate preferred start/end dates for scheduling purposes and whether you are available to work full-time or part-time. Please put "Fall 2025 Legislative Intern Application" in the subject line. The deadline for applications is July 25, 2025.

Please, no phone calls or drop-ins.

MEM-203-25

The Office of Congresswoman Luz Rivas (CA-29) seeks a qualified undergraduate or graduate student in the D.C. office for a **paid Fall internship** beginning Monday August 4, 2025. The application is due July 1, 2025.

Washington DC



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In Washington, responsibilities include but are not limited to answering and logging calls, managing the front office, giving Capitol tours, assisting legislative and communications staff, and other tasks as assigned. In addition, interns may be assigned to assist with various DC-based projects of importance.

If you are interested in an internship with the Washington office, please send all the information listed below in an email to the D.C. intern coordinator at CA29Internship@mail.house.gov with "Fall 2025 Internship Application" as the subject line.

- 1 Page Resume
- 1 Page Cover Letter
- 3 References (Include name, phone number, email)
- Ties to the District
- M-F availability, hours in Eastern Time.
- Preferred start and end date

Ideal candidates will work well under deadlines; are organized, hard-working, and detail-oriented; have excellent customer service skills, and can work well with others in fast-paced environments. District ties are a plus. Diverse and bilingual candidates are strongly encouraged to apply.

This office is an equal opportunity employer and does not discriminate based on race, sex (including marital or parental status), color, age, religion, national origin, sexual orientation, gender identity, or disability.

MEM-202-25

The Office of Congresswoman Grace Meng (NY-06) seeks candidates for its Fall 2025 internship program in the Washington D.C. office.

Ideal candidates will have strong writing and communication skills, a good sense of professionalism, and the ability to work in a fast-paced environment. This internship is intended for current undergraduate students, graduate students, and recent graduates.

Intern responsibilities are designed to give interns insight into the legislative process and provide a well-rounded experience on Capitol Hill. Some duties include answering phones, running errands, giving Capitol tours, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on various issues before the House.

Start/end dates and hours are flexible to accommodate academic schedules. The internship generally runs from September to December/early-January, and working hours are 9:00am to 5:00pm Monday through Friday.



Applications for the Fall semester will be considered on a rolling basis. Priority will be given to applicants who apply before July 11th. Interested applicants should email a resume, cover letter, writing sample, and their availability to ny06_intern_app@mail.house.gov. Please include your name and the semester for which you are applying in the subject line.

MEM-196-25

Fall 2025 Intern, House Committee on Natural Resources – Democratic Staff

The House Natural Resources Committee Democrats seek **full-time** interns for Fall 2025 (September 2 – December 12). Applicants must be organized, detail oriented, and dependable. Above all, we seek candidates who are passionate about issues within the Natural Resources Committee's jurisdiction, demonstrate exceptional interpersonal skills, and are eager to learn about committee process. Interns will conduct legislative research, prepare for hearings, assist with administrative duties, perform outreach, and aid communications.

Preferred qualifications: Demonstrates an awareness of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations. Understands how HNRC issues intersect with racism, economic and social inequality in the United States, and has a passion for working to dismantle these systems.

Primary responsibilities include:

- Assist with administrative duties
- Assist with legislative and policy projects
- Research legislation, regulations, and public law
- Assist with communications and outreach
- Respond to requests for information
- Attend briefings, meetings, and hearings on behalf of staff

The position is based in Washington, D.C. Interns will be expected to work in-office when Congress is in session and as needed. The position comes with a monthly stipend of \$3,200 plus transit benefits.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, age, disability, military status, parental status, marital status, sexual orientation, or any other factor or basis prohibited by applicable federal law. Applicants with disabilities who require reasonable accommodation to participate in the application or hiring process are encouraged to request an accommodation at any time during those processes.

The application deadline is close of business on Friday, July 11. Interested candidates should apply by visiting the House Natural Resources Committee Democrats' website at <https://democrats-naturalresources.house.gov/internships>.



Due to the volume of applicants, we will only be reaching out to candidates who are being actively considered for this position.

MEM-194-25

Congressman French Hill (AR02) has internship positions available for the Fall 2025 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 indicating which location you are applying for. Applications should be submitted by July 6 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-193-25

The **Democratic Staff of the Committee on Rules** is seeking part- and full-time **interns** for the fall (September - December). Our interns work closely with Committee staff to prepare materials for Committee meetings, conduct research projects, learn about the Rules of the House and the various procedures for legislation to reach the House Floor, and complete a variety of other administrative tasks. Ideal candidates have strong writing skills, a good work ethic, an interest in learning about House floor procedures, and are detail-oriented. Interns will gain experience in legislative analysis, political communications, and institutional processes.

A stipend will be available for qualified candidates. Massachusetts ties are a plus. All offers are conditional on completion of a federal criminal background check. The office is



an equal opportunity employer and strongly encourages candidates from diverse backgrounds or with untraditional experience to apply.

Interested applicants should submit a resume and cover letter explaining why you want to join the Democratic Staff of the House Rules Committee to democrats-rules.house.gov/about/internships. No calls or drop-ins, please. **The deadline to apply is July 14, 2025.**

Note: Students on quarter systems or with unusual schedules are still encouraged to apply—please apply by the appropriate deadline in advance of your desired internship term and detail your particular situation in your cover letter.

MEM-192-25

Title: “**Fall 2025 Legislative Internship** – DC Office of Congresswoman Mary Gay Scanlon”

Internships are based in Congresswoman Scanlon’s Washington, DC office for college students and recent graduates and will be in person. Hours are flexible to accommodate students’ course schedules, but generally run from 9 a.m. to 5 p.m. The Legislative Internship is paid via monthly stipend.

Applications for Fall 2025 internships will be accepted beginning June 23rd, 2025 and are due July 23rd, 2025.

Internships are based in Congresswoman Scanlon’s Washington, DC office for college students and recent graduates and will be in person. Hours are flexible to accommodate students’ course schedules, but generally run from 9 a.m. to 5 p.m. The Legislative Internship is paid via monthly stipend.

Legislative Internship

Responsibilities include, but are not limited to:

- Drafting constituent correspondence
- Researching various legislative issues and writing policy memos for the Congresswoman
- Attending briefings, hearings, and markups and drafting related memoranda
- Responding to constituent mail and answering office phones

Ideal applicants will be motivated team players with strong written and oral communication skills and have a demonstrated interest in government and public service. A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed are must-have qualities.



To apply, please submit a resume, cover letter, one short writing sample, and two references to Madhumita.Gupta@mail.house.gov with the subject line “Fall Legislative Internship, NAME”. Please include availability in the cover letter and compile all application materials into one PDF document.

MEM-191-25

The Office of **Congresswoman Sydney Kamlager-Dove (CA-37)** is seeking a current law student or recent law school graduate for a full-time **Fall Legal Fellowship** for our Washington, D.C. office beginning mid-August 2025.

Our office values open communication, hard work, and creating a collegial environment. We are looking for interns with a can-do attitude who are eager to grow. Interns will have great opportunities to learn from office staff and network with others to make the most of their time with our office!

Fellowship Expectations:

The Fellow will support the Congresswoman’s policy work primarily related to her involvement on the House Judiciary Committee, including civil rights and liberties, government ethics, criminal justice, prison oversight, law enforcement, immigration, antitrust, and intellectual property. The Fellow will also support the Congresswoman’s Legislative team with policy research and writing. Applicants are encouraged to apply for school funding.

Candidates should have an interest in the legislative process and civic service; possess excellent writing, research, organization, time management, and communication skills; work well in a fast-paced, team environment; be detail-oriented and self-starters; and have a general understanding of the US political system. Candidates must possess a JD.

Legal Fellow Responsibilities:

- Policy research and writing
- Draft memoranda and briefs
- Support the legislative team in stakeholder meetings
- Prepare the Congresswoman and members of staff for meetings and hearings with research and administrative tasks
- Work on other administrative tasks and duties as assigned
- Answer phones and assist in correspondence with constituents

Internship Dates and Details:

The Fall Fellowship is slated to start mid-August 2025 and go until mid-December 2025, with some flexibility based on academic schedule. The Fellow is expected to work **in person in the office, Monday-Friday 9 a.m.- 5 p.m.**



Deadline: Applications must be submitted **by 11:59 p.m. ET on Sunday, July 6th, 2025.**

To apply: Interested applicants should send their resume and a brief cover letter detailing weekly available hours **IN ONE COMBINED**

DOCUMENT to: CA37.internships@mail.house.gov

MEM-190-25

The Office of **Congresswoman Sydney Kamlager-Dove (CA-37)** is seeking Congressional Interns for our Washington, D.C. and Los Angeles offices for the Fall 2025 term.

Our office values open communication, hard work, and creating a collegial environment. We are looking for interns with a can-do attitude who are eager to grow. Interns will have great opportunities to learn from office staff and network with others to make the most of their time with our office!

Intern Expectations

Candidates should have an interest in the legislative process and civic service; possess excellent writing, research, organization, time management, and communication skills; work well in a team environment; and have a general understanding of the US political system.

Internship Responsibilities

D.C. Interns can expect to:

- Answer phones and assist in correspondence with constituents
- Greet constituents and office visitors
- Process tour requests and lead Capitol tours
- Handle mail
- Perform legislative research and draft memos
- Assist the Communications Director and Press Assistant in drafting social media content and other materials like press releases, website content, and newsletters
- Compile daily press clips
- Edit video clips
- Work on other administrative tasks as directed

L.A. District Office Interns can expect to:

- Answer phones and assist in correspondence with constituents
- Greet constituents and office visitors
- Handle mail
- Intake constituent casework
 - Assist the Field and Casework teams with constituent outreach and engaging district events



- Conduct research and draft memos
- Work on other administrative tasks as directed

Internship Dates and Details:

Fall internships are slated to start mid-August to mid-December 2025, with some flexibility based on academic schedule. Interns are expected to work **in person in the office, Monday-Friday 9 a.m.- 5 p.m. Unfortunately, we cannot accommodate remote or hybrid internships.**

Deadline: Applications must be submitted **by 11:59 p.m. ET on Sunday, July 6th, 2025.**

To apply: Interested applicants should send their resume and a brief cover letter detailing weekly available hours **IN ONE COMBINED DOCUMENT** to:

- CA37.internships@mail.house.gov for DC office internship.
- You MUST follow these instructions:
 - **Use the subject line and title your document “First name Last name -- Summer 2025 internship”**
- CA37.DOinternships@mail.house.gov for Los Angeles office internship
 - **Use the subject line and title your document “First name Last name – Summer 2025 Internship”**

Please reach out our Intern Coordinator, Maite McPherson, with any questions at Maite.McPherson@mail.house.gov.

MEM-187-25

PRESS INTERNSHIP: The Office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for **Fall 2025 Press Interns** in our Washington, D.C., Reading, and West Chester offices. This internship will run from mid-late August through early December.

We offer stipends to applicants. Our internship program has returned to in-person work with flexible telework options.

Ideal applicants are adaptable and proactive self-starters who have experience in a fast-paced, deadline-oriented work environment. Applicants must be independent problem-solvers, have strong writing skills, and be comfortable communicating to both internal and external audiences. Technical experience with graphic design tools (Canva, InDesign, Illustrator), photo editing programs (Photoshop, Lightroom), or video editing software (Premiere, Headliner) a major plus.

Press interns will be responsible for compiling and distributing press clips, helping draft copy for press and digital materials, and developing digital content. Press interns will have the opportunity to staff the congresswoman to capture videos and photos of events. We



offer interns the opportunity to see Congress up close and from the inside. Prior volunteer, leadership, and work experience are a plus. Ties to PA-06 are also a plus.

To apply, please send 1) a resume, 2) ONE brief paragraph about yourself and why you're interested in interning in our office, 3) a writing sample, and 4) one example of digital work (video, graphic or photo) to PA06Press.Interships@mail.house.gov.

Due to a high volume of applicants, you will likely 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.

MEM-186-25

LEGISLATIVE INTERNSHIP: The Office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for **Fall 2025 legislative interns** in our West Chester, Reading, and Washington, D.C. offices. This internship will run from late mid-late August through early December.

Both full and part time internships are available, and we offer stipends to applicants. Our internship program has returned to in-person work with flexible telework options should interns need to work from home.

Ideal applicants are self-starters who bring a customer service mindset and a passion for community service. Applicants must be intellectually curious, willing to spend a lot of time on the phone and write well.

Responsibilities range from helping constituents, to doing research and drafting memos for our legislative staff, to staffing the Congresswoman in hearings or meetings. We offer interns the opportunity to see Congress up close and from the inside. Prior volunteer, leadership, and work experience are a plus. Ties to PA-06 are also a plus.

Please submit applications through the "Legislative Internship" form our website, Houlahan.house.gov by July 13, 2025.

Due to a high volume of applicants, you will likely 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.



MEM-184-25

Congressman Mike Levin (CA-49) seeks **press and legislative interns** for his Washington, D.C., office for the Fall 2025 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.

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. Fall2025.Doe.Jane.pdf) to CA49.DCInternships@mail.house.gov by July 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-183-25

Oversight and Investigations Law Clerk

The House Committee on Energy and Commerce, Subcommittee on Oversight and Investigations (Democratic Staff) is seeking a **Law Clerk** for Fall 2025 to assist in conducting oversight and investigations of issues within the Committee's broad jurisdiction. Law Clerks will work closely with Subcommittee counsel and professional staff on a wide range of issues related to the environment, energy, health care, and consumer protection sectors. This is a paid position.

Responsibilities include assisting in the preparation for Congressional hearings; contributing to the management of investigations of governmental and private entities; conducting research, document review, and analysis; drafting letters, memoranda, and investigative reports; and coordinating with other Subcommittees of the full Committee.

The ideal candidate will be in at least their second year of law school or is a recent law school graduate who is a detail-oriented and proactive problem-solver with strong communication and legal research and writing skills. Women, people of color, veterans, and LGBTQ+ candidates are strongly encouraged to apply. 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, national origin, disability, military status, age, marital status, or parental status. Law clerks will receive a stipend, and applicants may request the Committee's assistance to receive credit from their educational institution.

To apply, please submit a resume, cover letter, and short writing sample to InternshipResume.EC@mail.house.gov with the subject line, "E&C O&I Law Clerk." Applications are due on June 30, 2025.

MEM-178-25

Congressman French Hill (AR02) has **internship** positions available for the Fall 2025 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 and cover letter to AR02.Applications@mail.house.gov indicating which location you are applying for. Applications should be submitted by June 30 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-175-25

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.

Important Information: Congressional internships are open to all majors and designed for undergraduate and graduate students, as well as recent graduates with an interest in public service. Starting and ending dates are flexible, although prospective interns should be able to commit to at least 17 hours per week during the internship. A stipend of \$1,000/month will be provided to full-time interns, and a stipend of \$500/month will be provided to part time interns.

Apply: To apply, please submit a cover letter, resume, and short writing sample (1 to 2 pages) through [this form](#).

The deadline for Fall 2025 Internship Applications is 11:59 PM on Sunday, July 6, 2025.



Due to a high volume of applications, you may 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-171-25

The office of U.S. Congressman Jeff Van Drew (Republican-NJ-02) is currently accepting applications for his Washington, D.C. office for **full and part-time interns** for the fall internship session. This is a conservative office, so each intern will be required to express the Congressman's conservative perspective to constituents and people who call into the office.

The start date would be as early as August 6th (flexible depending on availability) with a flexible end date. Interns are paid a stipend based on availability and have access to 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 Capitol, opening and sorting mail, attending briefings, performing legislative research, and various other tasks to assist staff. Congressman Van Drew supports students requesting credit for their internship through their university.

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]."

