



U.S. House of Representatives

CAO

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INTERSHIP VACANCY LISTING

Week of July 12, 2021

MEM-244-21 Congresswoman Dina Titus (NV-1) seeks current college students or recent graduates wishing to gain Capitol Hill experience in a fast-paced office for a full-time or part-time **internship** for the fall of 2021.

We are seeking motivated, organized, and reliable individuals to assist the legislative and administrative staff with day-to-day duties. Such duties include attending briefings, answering phones, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. Nevada ties are strongly encouraged but not required.

Please send resume, cover letter, and two letters of recommendation to Vanessa.Schoning@mail.house.gov or apply online at <https://titus.house.gov/>

MEM-243-21 The Office of Congresswoman Debbie Wasserman Schultz is looking for **interns** to join our office for the Fall 2021 semester. Internship responsibilities including legislative, press, and administrative tasks.

Students chosen will perform a variety of duties for our office and will play an active role in the daily tasks that face a Member of Congress. Interns will have the opportunity to learn and assist all members of my office, assisting with legislative, press, and administrative duties.

An internship in our District Office and on Capitol Hill is what one makes of it. Dedicated interns have the opportunity - provided they are motivated, energetic, and creative - to learn how legislation becomes law and affects peoples' lives. We are always looking for hard-working students who are interested in entering public service or learning how Congress works.

CORE RESPONSIBILITIES:

- to assist in performing research, processing the mail, data entry, reception duties, and other office errands.

QUALIFICATIONS:

- good oral and written communication skills;
- ability to work cooperatively and courteously with others;
- good organizational skills; and
- responsible, dependable, and willing to learn.

DUTIES:

- performs research (CRS, the Library of Congress, MIN, or other available resources);
- sorts and distributes mail;
- attends committee meetings, intern conferences, and seminars;
- performs data entry, which involves logging in letters and constituent requests, including names and addresses of constituents;
- answers the telephones;
- notes constituent opinions, including their full names, addresses, and all relevant information;
- greet visitors and signs for deliveries; and
- performs other duties as assigned by the Intern Supervisor.

For the Washington, DC Office:

RepDWSresumes@gmail.com

DC offices: Please note in your cover letter if you would like to be considered for a need-based stipend for expenses such as housing or transportation and provide the desired amount that would cover such costs. Please note that providing this information does not guarantee financial compensation.

MEM-241-21 Fiscally and Socially Conservative Midwestern member of the House seeks motivated, detail-oriented, and energetic professionals for **internships** in Washington, DC.

Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic. Missouri/Midwestern ties preferred but not required.

Responsibilities include but are not limited to: Answering and screening telephone calls, managing the front office, greeting constituents and visitors, leading Capitol tours, assisting legislative staff with research, attending congressional briefings, participating in hearing preparation, drafting constituent correspondence on a variety of issues, assisting the Communications Director with drafting talking points, creating graphics for social media, tracking media coverage, and other duties as necessary.

Full-time internship positions are available beginning in August 2021. This is a paid, full-time, in-person internship position for the Fall. To apply, please send a resume and cover letter to madelyn.derks@mail.house.gov with the phrase “Internship Application” in the subject line.

MEM-239-21 Congressman Bill Johnson’s office (OH-06) is currently seeking **internship** applicants in the D.C. office for Fall of 2021. Qualified applicants should possess strong communication skills, be interested in learning about the legislative process, and have a willingness to work in our fast-paced office.

Responsibilities would include answering phones, leading tours of the Capitol, attending policy briefings and meetings, and conducting research and additional tasks to assist the Congressman’s staff. Ohio ties are preferred but not required.

Interested applicants should send resume, cover letter and availability to intern.OH06@gmail.com

MEM-238-21 The Office of Congressman Tom McClintock (CA-04) is seeking highly motivated applicants for a full or part-time in person **internship** for his Washington, D.C. office. Applicants should possess strong written and verbal communication skills, the ability to multitask, and a willingness to learn.

Position duties include: attending virtual Congressional hearings and briefings, managing tour and flag requests, answering phones, sorting mail, and assisting staff with legislative and administrative projects.

Interested applicants should send their resume, availability, and a brief cover letter to gopwestcoastjobs@gmail.com with the subject line: Fall 2021 Internship. No phone calls or drop-ins, please.

MEM-237-21 The Washington D.C. office of Congressman Ken Buck (CO-04) is currently accepting **internship** applications for the Fall of 2021.

Typical duties include answering phones, leading Capitol tours, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on a variety of issues. Due to COVID-19, some of these duties may be altered. The ideal candidate for this paid internship will be

team- and detail-oriented and have strong written and verbal communication skills.

Students and recent graduates interested in learning more about our country's legislative process are encouraged to apply. The Congressman sits on the Judiciary Committee and the Foreign Affairs Committee, making this an ideal opportunity for those interested in law and/or foreign policy. Colorado ties are preferred but by no means required.

All interested applicants should e-mail their resume, cover letter, and a brief writing sample to Allie Woodward at internships.co04@mail.house.gov with the subject line "Fall 2021 Internship." Please send all attachments as PDFs.

Additionally, applicants should include their availability as a part- or full-time intern (if part-time, please be as specific as possible). The application deadline for this position is July 23, 2021. The anticipated start date for the internship is late August to early September.

MEM-236-21 The office of Congressman Paul Tonko (NY-20) is seeking candidates for Fall **internships** in our Washington, DC and Albany offices.

Interns will work with legislative and casework staff to learn about all operations of a congressional office. Applicants should have strong oral and written communication skills and who are passionate about public service, eager to learn, and detail oriented. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

Responsibilities may include:

- Answering phones
- Writing letters to constituents on a variety of policy topics
- Assisting constituents with matters related to federal agencies
- Researching legislation for the Member and staff
- Attending hearings and briefings

To apply for an internship in my Washington, D.C. office, please email a cover letter, resume, 1-3 page writing sample, and dates of availability to Miranda [Miller at Miranda.Miller@mail.house.gov](mailto:Miller.at.Miranda.Miller@mail.house.gov) by July 15, 2021.

To apply for an internship in my Albany office, please email a cover letter, resume, 1-3 page writing sample, and dates of availability to Nadja Pope at Nadja.Pope@mail.house.gov by July 15, 2021.

MEM-234-21 HOUSE COMMITTEE ON VETERANS' AFFAIRS

TITLE: Law **Clerk**, House Committee on Veterans' Affairs (Majority)

SUMMARY: The Democratic staff of the House Committee on Veterans' Affairs seeks a Law Clerk. The law clerk will report to the General Counsel and will assist the General Counsel and Chief Investigative Counsel with oversight, investigative, and legislative activities.

The Committee law clerk will conduct original and legal research and draft memoranda and other written materials. The law clerk will attend relevant briefings, Committee hearings, and legislative markups. Qualified candidates will have strong research, writing, and communication skills, attention to detail, and the ability to meet deadlines.

This clerkship is remote and is open to current law students only. In an effort to build a diverse and more inclusive work environment, the committee strongly encourages veterans, minorities, women, people with disabilities, and LGBTQ+ candidates to apply.

Compensation is available to students who meet House of Representatives paid internship requirements, found here: <http://cha.house.gov/member-services/house-paid-internship-program> to include being part of a demonstrated education program.

All candidates are required to complete an online application found here: <https://veterans.house.gov/opportunities> for consideration.

Candidates should submit a cover letter, resume, short writing sample, and diversity and inclusion statement. Applications will be accepted until July 30, 2021.

Diversity and inclusion statement: Please provide, in 250 words or less, a statement that explains:

1) How your past personal and/or professional experiences have contributed to your growth in understanding diversity, equity, and inclusion, and/or 2) How you would like to engage in diversity, equity and inclusion matters in this role.

MEM-232-21 U.S. Congresswoman Katie Porter's Office is seeking highly motivated undergraduates and recent graduates for her DC office **internship** program.

Intern responsibilities will include both policy and administrative support. Interns may sort and draft constituent correspondence, compile media clips, answer phones, research legislation, assist legislative staff, or perform other responsibilities based on the office's needs and student's interests.

Interns are expected in the office from 9 am to 6 pm, however hours are flexible based on a student's course schedule. A monthly stipend is also available.

To apply for an internship, please:
Email a cover letter, resume, and two references
to ResumesCA45@mail.house.gov with "Fall Internship" in the subject line.

Qualified candidates should be organized, detail-oriented, able to multitask, and possess strong writing skills. Representative Porter's office is an equal opportunity employer and minorities, women, and LGBTQ persons are encouraged to apply. Applications will be accepted through July 31, 2021.

MEM-230-21 The office of Congressman John Sarbanes (D-Md.) seeks a highly motivated, personable and professional legislative **intern** for the Fall 2021 session.

Preferred candidates are current students or recent graduates with strong writing skills, who pay close attention to detail. Maryland ties a plus. A stipend is available.

To apply, please send a cover letter, a resume, list of references and availability to employment@mail.house.gov. Applications will be considered on a rolling basis. Please no calls.

MEM-229-21 The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for fall 2021. 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 and ties to Tennessee's 9th District. Interns will work for 10-16 weeks (August-December). 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 (especially given that all work is remote).
- 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.

About Office of Congressman Steve Cohen

Congressman Cohen is the Representative of Tennessee's 9th District, which includes most of Memphis. He has served in this position since 2007. He is a Democrat.

MEM-224-21 Congressman Conor Lamb (PA-17) has openings for full and part-time congressional **interns** for his Washington, D.C. office during the Fall of 2021.

Candidates should be motivated, flexible, and detail-oriented individuals with availability beginning in September, and a preference for those who can stay at least three months. Intern responsibilities include answering constituent phone calls, leading tours of the Capitol, sorting mail and faxes, and assisting staff with projects in diverse issue areas.

Candidates should be outgoing and possess strong oral and written communication skills, an ability to multitask in a fast-paced environment, and a good sense of humor. Candidates with Pennsylvania ties and customer service experience are strongly encouraged to apply. There is a stipend and transit benefits available for qualifying candidates.

Please e-mail a resume and cover letter including desired start date and availability to lamb.tours@mail.house.gov.

MEM-222-21 The office of Congressman Josh Harder (CA-10) is currently accepting applications for paid fall **internships** which will run from the beginning of September to December.

Our hands-on legislative internship program offers highly motivated undergraduates and recent graduates the opportunity to gain real-world experience in government and politics. Over the course of their service, interns will gain a deeper knowledge of the federal government and strengthen their communications, writing, problem-solving, and time-management skills.

Responsibilities will vary but may include:

- Communicating with constituents through mail, email, and over the phone
- Conducting research to be used for floor speeches, memos, committee hearings, and other legislative business
- Monitoring press coverage, current events, and House business
- Attending briefings and hearings
- Greeting office visitors and giving tours of the Capitol
- Administrative tasks as assigned

To apply for an internship with the Office of Congressman Josh Harder, send your resume, cover letter and a 1-2 page writing sample as a single PDF to Archibald.Fraser@mail.house.gov. The deadline for applying is end of day Sunday, July 18, 2021. Central Valley ties are preferred, but not required.

Please include the days and times you will be available to intern, your desired start date, and any requirements your school has in order for you to receive credit in your cover letter. Please format the subject line of your email “DC Internship - First Name Last Name - Fall.”

All individuals are encouraged to apply. Women, people of color, LGBTQ+ individuals, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply.

MEM-217-21 “A Conservative Midwestern Member of Congress is seeking candidates for a full-time paid **internship** in our Washington, DC office. Candidates should be detail-oriented, a team player, have strong written and verbal communication skills, and be eager to learn about our country’s legislative process.

Responsibilities include answering phones and constituent letters, researching legislation, attending hearings and briefings, leading Capitol tours, and providing administrative support to the office.

The application deadline for this position is July 19th at 6:00pm ET. The anticipated start date for this position is between August 23rd and September 7th. Interested candidates should email their resume, cover letter, dates of availability, and three references to gopmidwestjobs@gmail.com no later than July 19th at 6:00pm ET.”

MEM-216-21 The office of Congresswoman Susie Lee is seeking Fall **interns** for the Washington, D.C. office.

Responsibilities will include answering phones, managing the front office, assisting legislative staff with research, and other tasks as assigned. Successful candidate will work well under deadlines, is organized, hard-working, detail-oriented, has excellent customer service skills, and is a team player. Nevada ties are strongly preferred. Nevada residents will be eligible for a monthly stipend.

Interested candidates should send a resume and cover letter to NV03Resumes@gmail.com with “Fall Intern” in the subject line. No phone calls or walk-ins please.

MEM-215-21 The Washington D.C. office of Congressman Ken Buck (CO-04) is currently accepting **internship** applications for the Fall of 2021.

Typical duties include answering phones, leading Capitol tours, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on a variety of issues. Due to the ongoing spread of COVID-19, some of these duties may be significantly altered. The ideal candidate for this paid internship will be team- and detail-oriented and have strong written and verbal communication skills.

Students and recent graduates interested in learning more about our country's legislative process are encouraged to apply. The Congressman sits on the Judiciary Committee and the Foreign Affairs Committee, making this an ideal opportunity for those interested in law and/or foreign policy. Colorado ties are preferred but by no means required.

All interested applicants should e-mail their resume, cover letter, a brief writing sample, and a letter of recommendation to Allie Woodward at internships.co04@mail.house.gov with the subject line "Fall 2021 Internship."

Please send all attachments as PDFs. Additionally, applicants should include their availability as a part- or full-time intern (if part-time, please be as specific as possible).

The application deadline for this position is July 23, 2021. The anticipated start date for the internship is between August 23 and September 6, 2021, depending on individual circumstances.

MEM-211-21 The Washington, D.C. office of Congresswoman Gwen Moore (WI-04) seeks **interns** for the upcoming Fall 2021 term. The D.C. office has two types of internships: A Legislative Internship and a Press Internship. Both will be remote for the duration of the term.

Legislative Intern responsibilities include attending hearings and briefings, drafting and editing constituent correspondence letters, researching legislation for the legislative staff, and providing support for the day-to-day activities of the office.

Press Intern responsibilities include drafting social media posts, designing graphics, conducting interview preparation for the Member, drafting and editing constituent correspondence letters, and assisting the Press Secretary in the day-to-day operations of the office.

Both the Press and Legislative Internships are paid via 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 socio-economic status. All are welcome and encouraged to apply.

Applicants should send a resume, a one-page cover letter, and 1-2 short writing samples to WI04DC.Internships@mail.house.gov. Additionally, applicants should indicate their expected start and end dates, availability for Monday-Friday, and which position they are applying for (or state that you do not have a preference).

We also ask that applicants for the Press Internship submit 1-3 sample graphics. Please include “Moore Internship – Fall 2021” in the subject line and compile all application materials into one PDF document. Applications for the Fall 2021 term will be considered until 6:00 PM EST on July 28st, 2021.

No calls or drop-ins, please.

MEM-209-21 A Conservative Representative from Colorado is currently seeking candidates for a paid **internship** for the 2021 Fall semester in our Washington D.C. office.

Interns will assist the legislative staff and press team by conducting research, answering phones, writing press clipping and social media content, and helping with administrative tasks. Interns will also greet constituents and should be team-oriented and have strong communication skills.

This is a paid internship that provides a truly unique experience to gain experience in a fast-paced office on Capitol Hill. Qualified candidates should submit a resume and cover letter to CO05internship@mail.house.gov with the subject line saying, “Fall Internship”. Colorado ties not necessary.

MEM-203-21 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 Fall 2021 **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

MEM-194-21 The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks motivated, detail-oriented, and energetic applicants for legislative **internships** in the Washington, DC office for the Fall of 2021.

Qualified applicants should have strong communications skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic. Interns will be provided with computers to complete official work.

Responsibilities include but are not limited to:

Scanning voicemails, processing electronic constituent mail, assisting legislative staff with research, attending congressional briefings, participating in hearing preparation, drafting constituent correspondence on a variety of issues, and other duties as necessary.

Full-time and part-time internship positions are available beginning in September, 2021. To apply, please send a resume, cover letter, and brief writing sample to Caitlin.Reedy@mail.house.gov with the phrase "Internship Application" in the subject line. Please indicate expected start and end dates as well as hours available to work in your cover letter.

MEM-193-21 The Office of Congressman Mark Pocan (D-WI) is seeking a full-time in-person **Intern** in the Washington D.C. office to begin in September.

The intern will work mainly with D.C.-based staff, performing legislative and administrative work while gaining valuable career and educational experience. Specific duties include drafting and sorting constituent correspondence, attending virtual policy briefings, performing legislative research, producing daily press clips, and supporting staff members on various projects of interest.

Qualified candidates are organized and detail-oriented, responsible, willing to learn, able to work cooperatively, possess strong written communication skills, and are committed to public service. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume, cover letter, and a brief writing sample to Maura.Haydin@mail.house.gov with “Pocan Internship - Fall 2021” in the subject line. Interested applicants should also apply to the scholarship program at: <https://pocan.house.gov/scholarship-program>

MEM-189-21 The Lacey Office of Representative Marilyn Strickland (WA-10) is currently accepting applications for a paid, in-person/remote Fall **internship** (early September-December).

Interns will be asked to answer phones, assist the constituent services team, attend virtual events, research projects, and aid our press team, Congresswoman, and district staff. As a result, interns learn about constituent services and engagement and the many other functions of a congressional office.

Ideal candidates should possess excellent communication skills, a strong attention to detail, customer service skills, the ability to work in a fast-paced environment, and a good sense of humor. South Puget Sound ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a PDF format to WA10resumes@gmail.com with “WA-10 District Office Intern” in the subject line. The deadline for applications is Thursday, July 15, 2021. Applicants are encouraged to submit their application early.

This office is Equal Employment Opportunity Office and does not discriminate in employment on the basis of race, color, religion, sex, gender identity, national origin, sexual orientation, marital status, disability, genetic information, age, military service, or other non-merit factor. BIPOC applicants are encouraged to apply. Please no unsolicited phone calls or drop ins.

MEM-188-21 The office of Representative Marilyn Strickland (WA-10) is currently accepting applicants for paid fall **internships** which will run from September to December.

Legislative Interns assist the legislative staff located in Washington D.C. in conducting research, drafting memos and constituent mail, answering phones, attending hearings, inputting casework, attending virtual events, aiding Congresswoman Strickland’s legislative initiatives.

The office is also looking to hire a press intern to assist the press team. Responsibilities include compiling clips, drafting social media posts, op-eds, press releases, digital content and working with the press team to devise media strategies and bolster the office’s communication efforts. Experience working in press, communications, or a related field is a plus.

Ideal candidates for these internships should possess excellent communication skills, a strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. Washington State ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a single PDF document to WA10resumes@gmail.com with “WA-10 DC Fall Internship” in the subject line. Please indicate in the cover letter which internship you are applying for.

The deadline for applications is Thursday, July 15, 2021 but applicants are encouraged to submit their application early. Applications that are incomplete or submitted after the deadline will not be considered.

This office is Equal Employment Opportunity Office and does not discriminate in employment on the basis of race, color, religion, sex, gender identity, national origin, sexual orientation, marital status, disability, genetic information, age, military service, or other non-merit factor. BIPOC applicants and individuals in underrepresented communities are encouraged to apply. Please no unsolicited phone calls or drop ins.

MEM-179-21 Republican Congressman Rob Wittman (VA-01) is seeking paid **interns** for the Fall 2021 session in his Capitol Hill office. The Summer session dates are May 18 – August 31. Interns will have the opportunity to attend committee hearings and briefings for staff members, assist in the constituent correspondence process, as well as assist with other constituent services.

Responsibilities include: taking phone calls, processing constituent mail, and performing other general office duties. Ideal applicants should be interested in the legislative process, enthusiastic, reliable, and hard-working.

To be eligible for our paid intern program, the applicant must be able to complete no less than a 24-hour work week. The internship schedule is flexible to accommodate classes. Ties to Virginia’s First Congressional District are preferred but not required.

Interested candidates should e-mail their resume and cover letter to shannon.evans@mail.house.gov before July 23, 2021. Please specify what your internship schedule may look like.

MEM-176-21 The D.C. Office of Rep. Ro Khanna (D-CA) seeks **interns** for the upcoming Fall 2021 term. The D.C. office has two types of internships available: an in-person internship and a remote, research-focused internship.

In-person intern responsibilities will include drafting social media posts for the Member’s official social media pages (including Facebook, Twitter, and Instagram), designing graphics, attending hearings and briefings (either in person

or virtually from the office), researching legislation for both the Member and legislative staff, drafting constituent letters on the Member's behalf, interfacing with constituents and visitors, staffing the front office, and potentially conducting tours.

To be considered for this position, candidates must show proof of full COVID-19 vaccination, and if hired, agree to follow additional precautionary measures, such as mask-wearing and regular sanitizing.

Remote intern responsibilities will similarly include drafting social media posts, designing graphics, attending virtual hearings and briefings, and drafting constituent letters on the Member's behalf, but there will be a heavier focus on conducting legislative research for both the Member and legislative staff.

All interns are paid \$15.00 per hour for a minimum of 15 hours/week and maximum of 40 hours/week unless the intern is receiving a stipend from an external organization in relation to their internship.

The Office of Rep. Ro Khanna is an equal opportunity employer. We do not discriminate based on race, ethnicity, gender, sexual orientation, religion, national origin, age, or socio-economic status. All are welcome and encouraged to apply.

Applicants should send a resume, a short cover letter, two sample tweets on a current event, and availability to julia.albertson@mail.house.gov.

Additionally, applicants should indicate which position (if you don't have a preference, please indicate that as well) you're seeking, and include their vaccination status if applying to the in-person internship.

Applications for the Fall 2021 Term will be considered until 11:59pm EST on Monday July 26th, 2021.