

House Vacancy Announcement and Placement Service

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

Internship Openings

Week of June 16, 2025

MEM-187-25

PRESS INTERNSHIP: The Office of Representative Chrissy Houlihan (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.Internships@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.



Office of Talent and Development
CAO | U.S. HOUSE OF REPRESENTATIVES

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]."

