

House Vacancy Announcement and Placement Service

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

Internship Openings

Week of February 17, 2025

MEM-059-25

Internship Opportunity: Office of the Representative Joseph D. Morelle

The Washington, D.C. Office of Representative Joe Morelle is now accepting applications for an internship during the 2025 Summer term. Applicants must be based in Washington, D.C. for the duration of the summer internship (mid-May to mid-August, 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 a stipend or academic credit. Interns must be 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,



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

To apply for the Summer 2025 DC Internship, please fill out the google form found here: <https://forms.gle/vPks4HTwadRtpDDF6>. Our office will be accepting applications on a rolling basis until March 15th at 11:59pm EST. Applicants are encouraged to submit their application early.

MEM-058-25

Legislative Intern

The Democratic Staff of the House Energy and Commerce Committee seeks qualified undergrad students and recent graduates for Legislative Interns for the Summer 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 "Summer 2025 Legislative Intern Application" in the subject line. The deadline for applications is March 21, 2025. Please no phone calls or drop-ins.

MEM-058-25

For Congressman Michael Rulli

- Processes incoming and outgoing communications to track and follow up on requests by staff and constituents
- Partners with the legislative staff to draft responses to constituent inquiries on an array of issue areas
- Performs research on issues or topics related to bills, committee hearings, and district and state concerns
- Attends meetings with constituents and assists the legislative staff prepare for hearings and mark-ups

MEM-057-25

The **Democratic staff of the House Committee on Ways and Means** seek a paid **Digital Fellow** to join a fast-paced, committed team for Summer 2025. The Digital Fellow must have video editing experience, enjoy advancing the Committee's priorities, and holding Republicans accountable. Scheduling is flexible for candidates with academic commitments.

Essential Job Functions:

- Pitch timely, punchy social media content
- Produce high-quality graphics and videos in conjunction with the team
- Assist the team with managing press lists and website

Minimum Qualifications:

- Prior experience in digital communications, including graphic design and video editing
- Ability to take direction and adapt quickly
- Exceptionally Qualified Candidates will have:



- Demonstrated understanding of or familiarity with Ways and Means' jurisdiction

Please send a cover letter, resume, and 2-3 graphic or video samples to dylan.peachey@mail.house.gov with the subject line "DIGITAL FELLOW SUMMER 2025: Last name" by Friday, February 28, 2025. We are an equal opportunity employer and do not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. Diverse applicants encouraged to apply.

MEM-055-25

Congressman French Hill **Internship Program**

Congressman French Hill (AR02) seeks interns to serve in his offices in Washington, D.C., and Arkansas.

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

Ideal candidates will have a positive attitude, strong work ethic, and excellent written and oral communication skills. Applicants should have working knowledge of current events and policy topics as well as a willingness to assist with daily office tasks. Social media and other communications experience are a plus. Successful interns will be self-starters, listen to and take direction, and be willing to work both independently and as part of a team.

Standard internships take place as follows:

- Spring: January through May
- Summer: May through August
- Fall: September through November

Internships outside of this schedule may be offered on a case-by-case basis. Paid and unpaid internships are available.

Interested individuals should send a resume and cover letter to ar02.applications@mail.house.gov. For more information, please call (501) 324-5941 or (202) 225-2506 and ask for the Intern Coordinator.

MEM-052-25

Paid Internship Congresswoman Sara Jacobs

Pay: \$16.85/hour



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Target start date: 05/01

For Washington, D.C.-based internships, please email your resume, cover letter, and 1-2 page writing sample to SaraJacobs.DCIntern@mail.house.gov between February 10th and February 21st.

MEM-050-25

The Washington, D.C. office of Congresswoman Gwen Moore (WI-04) seeks **interns** for the upcoming Summer 2025 term.

Responsibilities include answering phones, attending hearings and briefings, drafting and editing constituent correspondence letters, writing memos, conducting research for the legislative staff, drafting social media posts, designing graphics, and providing support for the day-to-day activities of the office. Interns are paid via a 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 socioeconomic status.

All are welcome and encouraged to apply.

Interested applicants should send a resume, cover letter, and two short writing samples to WI04DC.Internships@mail.house.gov. Additionally, applicants should indicate their availability on both an hourly and monthly basis.

The deadline to apply is 6:00 PM ET on Friday, April 11th, 2025.

MEM-044-25

The office of U.S. Congressman Jeff Van Drew (R-NJ-02) is currently accepting applications for **part and full-time interns** for the summer session. This is a Republican office, and the start date would be as early as May 1st with an end date in early August. This is a paid internship with each intern receiving up to a \$1,000 stipend depending on availability based on a 40-hour workweek.

The internship will offer students and young professionals invaluable experience with our nation's legislative process. Interns contribute to the daily operations of the office and are expected to act in a reliable, professional manner at all times. Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the U.S. Capitol, opening and sorting mail, attending briefings, performing legislative research, and various other tasks to assist staff.



If interested, please email a resume and cover letter to nj02internships@mail.house.gov. Please indicate in your cover letter that you're applying for a fall internship and format the files as [Full Name_Resume], [Full Name_Cover Letter]."

MEM-041-25

The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for the summer of 2025. This is an in-person opportunity.

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. Full-time availability is preferred. Ties to Tennessee's 9th District are preferred but not required. Start dates are flexible. 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
- 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

MEM-039-25

Congressman Cory Mills' (FL-07) Washington, D.C. office is currently seeking qualified individuals to serve in his Washington, D.C. office for the Spring of



2025.

Interns will observe the inner workings of a Congressional office, while gaining firsthand knowledge of the legislative process. Responsibilities include leading Capitol tours , answering phones, greeting constituents, assisting staff with legislative projects and attending briefings and hearings.

Ideal candidates possess strong organizational, communication, and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment. A positive attitude and interest in politics is a must. This is a paid internship. To start immediately.

Please send resumes and cover letter to Milka.jurado2@mail.house.gov

MEM-018-25

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.

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

The deadline for Summer 2025 Internship Applications is 11:59 PM on February 24, 2025.

Due to a high volume of applications, you will 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.



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No phone calls or walk ins - please email internship.delbene@mail.house.gov with any questions or concerns.

