

House Vacancy Announcement and Placement Service

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

Internship Openings

Week of July 21, 2025

MEM-241-25

Fall Internship

Ideal candidates will be organized, detail-oriented, and passionate about public service. Applicants should have excellent communication and writing skills.

Key Responsibilities Include:

- Assisting with front office operations
- Answer constituent letters and phone calls
- Attend hearings and briefings related to the Congressman's portfolio
- Research legislation for the Member and legislative staff

Internships are in-person, paid, and run from August through December with flexible start and end dates.

To apply, visit <https://messmer.house.gov/forms/internships>. Applications will be accepted on a rolling basis.

MEM-239-25

The Office of Congressman Raja Krishnamoorthi (IL-08) is seeking a highly motivated, proactive **press intern** to assist on an aggressive communications team. Applicants must be available to begin in mid-August. Qualified candidates will demonstrate a strong and positive work ethic, pay attention to detail, be responsive and punctual, and have solid writing and editing skills. Preferred applicants are diligent, communicative, creative, and are willing to perform and follow through on a wide variety of tasks. A monthly stipend is available.

Hours = 9am-5pm ET Monday through Friday

Position can be in person or hybrid



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Intern responsibilities include:

- *Compiling press clips by 9:30am ET every morning
- *Social media strategizing for increased growth
- *Drafting daily social media posts and ideas for Instagram, Twitter, and Facebook
- *Creating graphics for social media, knowledge of Canva preferred
- *Drafting speeches
- *Other duties as needed to support the communications team

Interested applicants should please send a resume, cover letter, writing sample, and graphic sample to KrishnamoorthiPressInternship@gmail.com.

MEM-237-25

Representative Seth Magaziner (RI-02) seeks part-time, paid Fall 2025 **interns** for his Warwick, Rhode Island office, to start at the beginning of September. Duties include, but are not limited to:

- Provides a welcoming environment and positive first impression of the Member office to constituents, visitors, and other VIPs;
- Answers incoming calls with poise, professionalism, and promptness;
- Assists Member and key staff (e.g. Staff Assistant, Press Assistant, Constituent Services Team) with logistical and administrative duties;
- Receives and logs input from constituents on policy matters for the Member office's consideration and response;
- Conducts research, and drafts correspondence and memoranda;
- Assists with planning and execution of Member's public outreach at local events;
- Accompanies district staff to public forums, meetings, and events as a representative to the Member.

Applicants should apply on our website <https://magaziner.house.gov/services/internships>.

MEM-236-25

House Committee on Veterans' Affairs Law Clerk

The Democratic Staff of the House Committee on Veterans' Affairs seeks a **law clerk** for the fall 2025 semester. The law clerk will work with Democratic staff on various research projects, legislative activities, and oversight efforts.

Responsibilities include, but are not limited to:

Conducting research,
Drafting memos, letters, and other written materials,



Attending briefings and hearings,
Assisting with Committee events, and
Completing other tasks as assigned.

Qualified candidates will be second- or third-year law students who have a demonstrated interest in public service, Congress, or veterans policy. Candidates for this position must have superior organizational skills, a strong work ethic, ability to pay close attention to detail, as well as excellent research, writing, and analytical skills. Additionally, the ability to excel in fast-paced environments and a willingness to assist wherever needed is a must. The Committee strongly encourages veterans, minorities, women, people with disabilities, LGBTQ+ candidates, and HBCU and MSI students to apply.

This paid, full-time or part-time, in-person position is based in Washington, D.C.

Candidates should submit their application, including a resume and cover letter through the online application accessible at <https://democrats-veterans.house.gov/opportunities>.

The deadline to apply is 5 p.m. on Wednesday, August 6, 2025. Applications will be reviewed on a rolling basis.

MEM-235-25

House Committee on Veterans' Affairs Press/Digital Intern

The Democratic Staff of the House Committee on Veterans' Affairs seeks a **press/digital intern** for the Fall 2025 semester. Responsibilities include, but are not limited to:

Compiling and distributing morning press clips,
Tracking media hits for Committee members,
Assisting with video shoots,
Assisting with creating messaging packets and digital toolkits for the caucus,
Writing first drafts of remarks, press releases, and video scripts,
Developing social media content, and
Clipping floor and hearing remarks from members.

A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed is a must.

The ideal candidate will have strong oral and written communications skills, be detail-oriented, has a familiarity with social media platforms, and have a desire to help veterans and learn about the Committee and the legislative process. The Committee strongly encourages veterans, minority, women, people with disabilities, LGBTQ+ candidates, and HBCU and MSI students to apply.



This paid, full-time or part-time, in-person position is based in Washington, D.C.

Candidates must submit a cover letter, resume, and writing samples through the online application accessible at <https://democrats-veterans.house.gov/opportunities>.

The deadline to apply 5 p.m. on Friday, August 1, 2025.

MEM-233-25

Congresswoman Doris Matsui, representing the 7th Congressional District of California, seeks interns for her Washington, D.C. office for the Fall 2025 term. Interns will have a unique opportunity to learn about the legislative process first-hand and the many functions of a Congressional office. The Press and Digital Intern will help build out the Congresswoman's digital and social media presence, with heavy emphasis on creating engaging social media content and graphics.

Qualified candidates should have strong writing, editing, and social media skills to assist with time sensitive assignments, as well as basic familiarity with graphic design/video editing software. Candidates with experience in a press or digital media role (including internships) are preferred but not required. Press Intern responsibilities will vary but may include answering phones and data entry. Washington DC interns may be asked to assist in researching legislation for the Member and legislative staff, attending briefings, hearings, and markups; and answering constituent letters on various issues.

To apply, please visit the "Internships" page of Congresswomen Matsui's official website and complete the application form: <https://matsui.house.gov/services/internships>. As part of the application, a cover letter, resume, and 2 writing samples are required. Ties to California's 7th District are preferred, but not required. All applications are considered on a rolling basis. 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.

MEM-232-25

Congresswoman Doris Matsui, representing the 7th Congressional District of California, seeks interns for her Washington, D.C. and District (Sacramento) offices for the Fall 2025 term. Interns will have a unique opportunity to learn about the legislative process first-hand and the many functions of a Congressional office.

Intern responsibilities will vary but may include answering phones and data entry. Washington DC interns may be asked to assist in researching legislation for the Member and legislative staff, attending briefings, hearings, and markups; and answering



constituent letters on various issues. Interns based in California may also be asked to assist on a variety of constituent casework or in-district projects, as needed.

To apply, please visit the “Internships” page of Congresswomen Matsui’s official website and complete the application form: <https://matsui.house.gov/services/internships>. As part of the application, a cover letter, resume, and 2 writing samples are required. Ties to California’s 7th District are preferred, but not required. All applications are considered on a rolling basis. All applications are considered on a rolling basis. 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.

MEM-231-25

Congressman Jason Smith (MO-08) is currently seeking full or part-time **interns** to work in his Washington, DC office for the Fall 2025 term. Intern responsibilities include corresponding and communicating with constituents, researching policy, legislative analysis, guiding Capitol building tours and assisting staff with administrative tasks. Interns also will have the opportunity to conduct legislative research as well as attend Capitol Hill briefings, congressional hearings, and press events. Ideal candidates have a positive attitude, strong work ethic, and excellent written and oral communication skills. Those interested should send their resume and cover letter to grayson.donnellan@mail.house.gov & brianna.garcia@mail.house.gov. Applications are reviewed on a rolling basis, so there is currently no deadline to apply. Hours are flexible and can be adjusted to accommodate other work/class schedules. This is a paid position and is competitive with that of other offices. Rate of pay will depend on hours worked and duration of internship. State ties preferred but not required.

MEM-229-25

The Washington, D.C. office of Congresswoman Gwen Moore (WI-04) seeks **interns** for the upcoming Fall 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 an hourly, daily, and monthly basis during the Fall term. **The deadline to apply is 6:00 PM ET on Friday, August 1st, 2025.**

MEM-226-25

The office of Congresswoman Susie Lee is seeking full-time, Fall 2025 **Interns** for the Washington, D.C. office. Responsibilities will include answering phones, managing the front office, assisting legislative staff with research, assisting the communications teams with drafting, and other tasks as assigned. Successful candidates work well under deadlines, are organized, hard-working, detail-oriented, have excellent customer service skills, and are team players. Nevada ties are strongly preferred. Interns will be eligible for a monthly stipend. Interested candidates should send a resume, cover letter, and 2 writing samples to NV03Resumes@gmail.com by July 23, 2025 with “Fall 2025 DC Intern - [Last Name], [First Name]” in the subject line. No phone calls or walk-ins please.

MEM-225-25

Congresswoman Angie Craig (MN-02) is seeking **interns** for the Fall 2025 term in her Washington D.C. and Eagan offices.

The D.C. internship will run approximately from August 25th, 2025, through December 17th, 2025, with some room for flexibility. The Eagan internship will run approximately from September 29, 2025, through January 27, 2025, with some room for flexibility. All interns are paid a stipend and provided with the necessary technology for their work. Schedules are flexible to accommodate course schedules and academic programs; however, a minimum availability of 20-25 hours per week is highly preferred.

Interns in the Washington, D.C. office will focus on researching legislation, attending hearings and constituent meetings, answering constituents’ phone calls, logging and drafting constituent correspondence, and assisting legislative and communications staff members on various projects. Interns in the Eagan office will focus on constituent casework, answering constituents’ phone calls, community outreach and research, in-district event planning, and assisting the outreach, casework, and communications staff members on various projects.

All interns will have the opportunity to work with staff in both offices over the course of the internship and the program is tailored to fit interns’ policy interests and career goals. Interns will learn about the legislative process, learn about all the different functions of a congressional office and gain hands-on professional experience while serving the constituents of Minnesota’s Second Congressional District.



Successful internship candidates are passionate about public service, confident and effective communicators, proactive problem-solvers and possess strong writing skills. They also are comfortable speaking on the phone and working with the general public.

Application Instructions:

- To apply for an internship in either the MN or DC office, please email a combined PDF of your resume and one-page cover letter to craig.internships@mail.house.gov. Please format your email subject line as "FirstName.LastName – District Office Internship" OR "FirstName.LastName – DC Office Internship" to specify which office you are applying for.

- Please include your weekly availability between the hours of 9:00am and 6:00pm in your cover letter and confirm that you will be available for in-person work.

We strongly encourage individuals with ties to Minnesota (especially the Second Congressional District) and those from traditionally underrepresented backgrounds to apply. Rep. Craig's office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

For Fall 2025 internships in the D.C. office, applications must be submitted no later than 6pm ET on Wednesday, July 23rd.

For Fall internships in the Eagan office, applications must be submitted no later than 10am ET on Monday, August 25th.

Late submissions will not be considered nor accepted. If you have any questions regarding the application process, please email craig.internships@mail.house.gov.

MEM-223-25

The Office of Congressman Pat Harrigan (NC-10) is currently seeking **interns** with our DC office for the Fall 2025 session. The internship would begin August 11th and last until December 19th (flexible on start and end dates).

This is a great opportunity to gain hands-on experience and knowledge over the day-to-day happenings within Congress. Additionally, interns co-currently enrolled in an accredited university will receive a monthly stipend.

Qualified candidates should:

Be a current undergraduate or graduate student or have recently graduated.

Demonstrate an interest in politics, policy and/or public service.

Have strong communications and writing skills.



Be hard-working, dependable, detail-oriented and professional.

Interested candidates should address their application materials to Gabby.Bartley@mail.house.gov. Applications should include a resume and what the individual's internship schedule may look like.

MEM-222-25

The Office of Congressman David Scott (GA-13) is seeking motivated college students and recent graduates for the **fall 2025 internship** program in his Washington DC and Stockbridge, GA offices.

Ideal candidates will be organized, detail-oriented, and passionate about public service. Applicants should have excellent communication and writing skills.

Key responsibilities include:

- Assisting with front office operations
- Answering phones and processing incoming requests
- Drafting letters, memos, and conducting legislative research
- Assisting with tours of the Capitol

Internships are in-person, paid, and run from September through December with flexible start and end dates.

To apply, please send a resume, cover letter, and writing sample in one combined document to davidscott.internships@mail.house.gov with the subject line "Full Name - Fall Intern Application." The application deadline is July 31, 2025. Applications will be accepted on a rolling basis.

MEM-221-25

The Committee on House Administration Republican Office seeks energetic and self-motivated individuals with an interest in government and public policy, to apply for its **paid, full-time internship** program.

The Committee on House Administration maintains jurisdiction of federal election policy and manages the day-to-day operations of the House of Representatives with oversight of several offices within the Capitol Complex, including the Chief Administrative Officer, Architect of the Capitol, Clerk of the House, House Inspector General, Sergeant at Arms, U.S. Capitol Police, and other legislative branch entities like the Library of Congress, Government Publishing Office, and the Smithsonian Institution.



Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner-workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), oversight, research, assisting with phones, and providing support to all Committee staff.

Responsibilities:

Interns are responsible for both administrative and legislative duties. Administrative tasks include answering phones, greeting visitors, sorting mail, entering data, and drafting correspondence. Legislative support includes performing research, drafting public statements, prepping materials for hearings, attending hearings and briefings, reaching out to agencies and other congressional offices, and a host of various special projects.

Please send a resume, cover letter, and availability to CHAInternGOP@mail.house.gov

MEM-220-25

We are now accepting applications for the **Fall 2025 internship** program for the Capitol Hill office of Congresswoman Lois Frankel here in Washington, DC.

The ideal candidate possesses a high degree of professionalism and maturity, is committed and diligent, and is a team player with a positive attitude. This position demands the ability to multi-task, strong organizational skills and must work cooperatively and courteously with others in a shared space.

Duties include attending hearings and briefings on behalf of the Congresswoman and legislative staffers, working directly with the communications team on press strategies, answering telephones, compiling daily press clips relevant to the office's priorities, assisting with constituent correspondence, and providing administrative assistance to the D.C. staff.

Undergraduate students and recent college graduates preferred, South Florida ties a plus. Women and minorities are encouraged to apply. Interested applicants should submit the below application with a resume and cover letter in a single PDF file. Cover letter should detail reasons for applying to the position. A stipend will be given to accepted applicants.

Deadline for submission is Wednesday, July 23, 2025 by 11:59pm OR when 100 applications have been received. If they are selected to interview, interviews will take place starting July 28th.

Application Link: <https://frankel.house.gov/constituent-services/internships.htm>



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If you should have any questions, comments, concerns, or are in need of any additional details or materials to pass along the internship posting please feel free to contact me via email at amaris.graham@mail.house.gov

MEM-219-25

Congresswoman Sara Jacobs offers in-person **internships** in both her San Diego and Washington, D.C. offices. These internships provide young adults with the opportunity to learn more about the inner workings of a congressional office and to experience the legislative process and constituent and community outreach first-hand.

If you would like to be considered for an internship in our DC office, please email your resume, cover letter, and a 1 page writing sample to SaraJacobs.DCintern@mail.house.gov

Please no direct emails, phone calls, or walk-ins regarding the status of your application.

MEM-218-25

The Washington, D.C. Office of Congressman Shri Thanedar (MI-13) is now accepting applications for a **legislative fellowship** during the fall 2025 term. This fellowship is a great opportunity for individuals in graduate-level programs who seek to gain an in-depth legislative experience. This is a full-time, in-person position.

Fellows assist the legislative team with drafting legislation, assisting with stakeholder meetings, and helping with committee assignments.

Duties include but are not limited to:

- Performing Research (CRS, the Library of Congress, MIN, or other available resources)
- Attending meetings on behalf of the office
- Drafting talking points, proclamations, and various briefings
- Staffing the Congressman at various events
- Tracking and responding to constituent requests and letters
- Helping find legislative opportunities for sponsorship and co-sponsorship
- Performing tasks and duties as needed to help day to day activities of the office

Other duties will be based on the fellow's interests.

We are looking for candidates with an eagerness to learn, research skills, and strong writing skills. Start and end dates are flexible. MI-13 ties and research experience are pluses.



This office is an Equal Opportunity Employment Office and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, or age. We strongly encourage BIPOC-identifying individuals and members of other underrepresented communities to apply.

To apply, please send a resume, cover letter, and a 1-3 page writing sample in one combined document to HR.Thanedar@mail.house.gov with the subject line “Last Name - Fall DC Fellow Application.” The application deadline is July 18, 2025. Applications will be accepted on a rolling basis. No calls or drop-ins, please.

MEM-217-25

The Washington, D.C. Office of Congressman Shri Thanedar (MI-13) is now accepting applications for **press and legislative internships** during the fall 2025 term. This internship is a great opportunity for individuals who seek to gain public service experience and insight into Capitol Hill. This is a full-time, in-person position.

Duties include but are not limited to:

- Answering phone calls
- Greeting office visitors
- Drafting constituent correspondence
- Coordinating tour requests and leading tours of the Capitol
- Attending congressional briefings, hearings and other professional development events
- Drafting press releases to be posted on the website and social media accounts
- Researching legislation and writing cosponsor memos for the legislative team
- Assisting operations, communications, and legislative staffers with various tasks

Other duties will be based on the intern's interests.

We are looking for candidates with an eagerness to learn, customer service skills, and strong writing skills. Start and end dates are flexible. MI-13 ties and service industry experience are pluses.

This office is an Equal Opportunity Employment Office and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, or age. We strongly encourage BIPOC-identifying individuals and members of other underrepresented communities to apply.

To apply, please send a resume, cover letter, and a 1-3 page writing sample in one combined document to HR.Thanedar@mail.house.gov with the subject line “Last Name - Fall DC Press or Legislative Intern Application.” The application deadline is



July 18, 2025. Applications will be accepted on a rolling basis. No calls or drop-ins, please.

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

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 the Chief Clerk, 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.



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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-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-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-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.

