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INTERNSHIP VACANCY LISTING

Week of November 5, 2012

MEM-122-12

Spring **Internship** Opening – A Republican Congressman, serving on the Appropriations Committee, is seeking a highly motivated intern to start in January 2013. An internship in the office will provide a valuable hands-on experience and a greater understanding of the legislative process. Responsibilities include attending hearings, researching specific issues, compiling information to respond to constituent's inquiries, handling incoming mail and data entry, giving visiting constituents tours of the Capitol, and performing general office duties. Southern ties are a plus, but not required. Interested candidates should send a cover letter and resume to congressional.interns@gmail.com by November 15th. Please include your dates of availability.

MEM-121-12

A moderate California Democrat is now accepting applications for **unpaid internship** positions available for Spring 2013. Specifically, the start date would be January 7 through at least May 4. 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 and hearings, answering phones, sorting mail, drafting constituent correspondence letters, giving Capitol tours, doing legislative research and various other tasks. Applicants should possess excellent communication skills, have the ability to multi-task, and have an interest in the legislative and governmental process. Interns will gain valuable Hill and office experience, as well as have access to many unique networking opportunities. California ties are preferred, but not required. Please send a resume, cover letter and writing sample to californiamoderate@gmail.com. In your cover letter, please address your times and dates of availability.

MEM-120-12

The Office of Congresswoman Maxine Waters (CA-35) is seeking a full-time or part-time press and social media **intern** for the spring of 2013 in her Washington, D.C. office. Responsibilities will include, but are not limited to compiling press clips, monitoring daily news, drafting talking points and press releases, updating social media and working closely with the communications director. The ideal candidate will have previous experience in public relations or journalism; possess strong written communications skills, ability to work in a fast-paced environment, and professional manner. Please note that the internship is unpaid and housing is not provided, but student can qualify for academic credit depending on the requirements of the college or university. Interested applicants should e-mail a cover letter, resume, short writing sample (in the form of a speech or press release) and dates of availability with "Press Intern Spring 2013" in the subject line to Latoya.veal@mail.house.gov. No phone calls or drop-ins please.

MEM-119-12

Congressman G. K. Butterfield (D-N.C.) is seeking a Press Intern in his Washington, DC office to begin immediately. The intern will be responsible for compiling press clips; helping answer reporter inquiries; organizing media events and press conferences; assisting with press releases, speeches, and talking points; conducting research; managing social media; and assisting the communications staff with day-to-day operations. Successful applicants must work well under pressure, possess excellent written and oral communications skills, are proactive, and are eager to learn. Previous experience in public relations or journalism is helpful, but not required. North Carolina ties a plus. Qualified candidates should

submit a cover letter, resume, two writing samples (preferably a press release and speech), and references to: NC01.resume@mail.house.gov with the subject line: “Press Intern Vacancy.” The deadline to apply is Wednesday, October 31st. No phone calls, faxes or drop-in, please.

MEM-118-12

The office of Congressman Ted Poe (TX-02) is looking for full-time, unpaid spring **interns** in his Washington, D.C. office. Interested candidates must be professional, reliable, self motivated, flexible, and able to exercise good judgment. Responsibilities include answering phones, drafting letters, researching legislative issues, attending meetings and hearings as needed, giving tours of the Capitol to visiting Second District constituents and some administrative duties. If interested, please send your resume and cover letter to tx02internships@gmail.com with “Spring Internship” in the subject line. Internships can start in December or January.

MEM-114-12

Congressman John Garamendi (CA-10) is seeking a highly motivated **intern** to join his Washington, DC office. Candidates should be collegial, professional, quick learners, and phenomenal team players. Strong oral and written communication skills and close attention to detail are imperative. Duties include assisting staff with legislative, administrative, and press related projects, writing memos and talking points, attending hearings and meetings, answering constituent phone calls, leading tours of the US Capitol, assisting with scheduling, sorting and distributing mail, and managing tour and flag requests. Full-time candidates with California ties and previous internship/work experience are strongly encouraged to apply. Please e-mail a resume and cover letter to Garamendi.Internships@mail.house.gov.

MEM-113-12

House Democratic office is seeking current college students or recent college graduates for an unpaid Fall **Internship**. Duties will include, but are not limited to answering phones, processing mail, researching legislative issues, attending hearings and briefings, and conducting tours of the Capitol. Ties to New York are preferred but not required. If you are interested, e-mail a cover letter and resume to Spenser.Bomholt@mail.house.gov with “Fall Internship 2012” in the subject line and include availability.

MEM-112-12

The Committee on Education and the Workforce, Democratic Staff is currently seeking undergraduate and graduate **interns** and fellows for the spring of 2013. Specifically we are seeking general undergraduate interns, graduate interns and fellows for education (K-12), graduate interns and fellows for higher education, and graduate interns and fellows for labor. Interns perform a variety of tasks that support the staff in our legislative and media work. Legislative tasks may include legislative research, assembling information, assisting staff in hearing and markup preparation and execution, and attending other hearings, markups, briefings and meetings for the purpose of taking notes. Media tasks may include helping organize and staff Committee press conferences and assisting with the production of daily news clips relating to Committee issues. Interns also perform administrative duties, such as answering phones, and sorting and distributing mail. Applicants should be able to start in January and commit through April/May. Interested applicants should email their cover letter and resume to jobs_ewdems@mail.house.gov. If you are applying for a graduate internship or fellowship, please include two short, relevant writing samples in your application materials. Please visit our website at <http://democrats.edworkforce.house.gov/about/internships> for more information.

MEM-107-12

Congresswoman Donna F. Edwards' District Offices are seeking full-time or part-time constituent services and outreach **interns** for the fall semester. In addition to performing administrative tasks, constituent service interns will work in our District Offices to assist Constituent Service Representatives. Responsibilities include assisting with constituent files, gathering information from federal agencies, and answering constituent calls. S/he will monitor congressional inquiries through online databases. The Outreach Intern supports the team with a variety of outreach projects and activities, including event planning, and advocacy communications. The Outreach Intern also conducts project research using the web and traditional sources, responds to outreach-related initiatives, and assists with general outreach efforts. Candidates must have exceptionally good written and verbal communications skills, strong research and organizational skills, an ability to pay attention to detail and manage many projects simultaneously, and community involvement or volunteer experiences. Interested candidates should email a resume, cover letter (include days and times available), transcript, a maximum 2 page writing sample, and a letter of recommendation to Internship.MD04@mail.house.gov

MEM-106-12

Representative Bill Johnson (OH-06) is currently seeking 2012 fall/2012 winter **INTERN** for the months of August–December and 2013 spring interns for the months of January–April. Responsibilities will mostly include, but are not limited to: greeting guests in the front office, answering phones, giving Capitol tours, attending and summarizing hearings and/or briefings for legislative staff, and performing various administrative tasks. Ohio ties are preferred, but are not required. The months of the internship may vary depending on the availability or school schedule of the applicant.

If interested, please send a resume and cover letter to: intern.oh06@gmail.com

MEM-105-12

Northwestern Democrat seeks undergraduate students or recent graduates for an **internship** beginning immediately and lasting through mid-December 2012. Main responsibilities include answering phones, processing mail, drafting constituent correspondence letters, researching legislative issues, attending meetings/hearings as needed. Candidates should be self motivated, enthusiastic, flexible, and computer-literate. Please email a cover letter, resume, and writing sample to hlleajob@gmail.com

MEM 104-12

Intern – The Office of Congressman Cedric L. Richmond is seeking a legislative intern for his Washington, DC office. The intern will assist in greeting constituents, answering phones, giving tours, preparing legislative research memos, and supporting administrative staff. The ideal candidate will have Louisiana ties, a sense of humor, strong interpersonal communication skills, as well as a high degree of professionalism. Please email your cover letter and resume with ‘Intern’ in the subject line to internship.richmond@mail.house.gov. Please specify your proposed internship dates in the cover letter. No drop-ins or follow-up calls, please

MEM 103-12

Maryland Democrat is seeking a full or **Part-time Intern** for the Fall semester. Current college students or recent graduates are preferred. Candidates must have strong writing and research skills, enjoy working as part of a team, and are mature and professional. Responsibilities include answering phones, sorting and drafting correspondence, writing and research projects, attending hearings and briefings, and providing support for legislative staff. Applicants with Maryland ties and/or

a flexible schedule that allows them to contribute significant time to the office will be given preference. Interested candidates should email resume, cover letter (include days and times available), and a brief writing sample to Kristen Lail (employment@mail.house.gov).

MEM-102-12

Congressman Bruce Braley of Iowa seeks college students or recent graduates for **Fall Internships** in his Washington, D.C. office. General duties include attending briefings, answering phones, giving tours of the Capitol, responding to constituent mail, and researching various issues in support of legislative staff. Applicants should possess an interest in the legislative process, as well as strong written and verbal communications skills. Applications accepted for both full-time and part-time positions. All internships are unpaid. Those with Iowa ties are strongly encouraged to apply. Please send a resume and cover letter to Braley.Internships@mail.house.gov

MEM-101-12

The office of Congresswoman Lois Capps (CA-23) is now accepting applications for **Full or Part time Interns** during the Fall 2012 quarter. Main responsibilities include answering phones, processing mail, drafting constituent correspondence, researching legislative issues, attending legislative briefings/hearings, and providing tours of the Capitol building. Applicants must be flexible, work independently, and have strong writing and interpersonal skills. College students seeking academic credit are encouraged to apply. Please e-mail your cover letter and resume to Erick Siahaan at Erick.Siahaan@mail.house.gov.

MEM-094-12

Republican House office is looking for full time **Interns** for the fall of 2012. The ideal candidate will possess the following skills: good phone etiquette, detail-oriented, friendly, motivated, self-starter, excellent research and writing skills and the ability to multi-task. Applicants with Montana ties are preferred. Main duties include daily front desk operations (answering phones, greeting visitors, assisting in constituent correspondence), attending committee hearings as well as working directly with the Communications and Legislative Teams on various projects. The internship is unpaid but offers a great opportunity to learn the ins and outs of Capitol Hill. We can also help you find housing through one of the many intern housing programs in D.C. if necessary. Interested candidates should email a resume and cover letter to Philip Maguire at philip.maguire@mail.house.gov.

MEM-093-12

Congresswoman Mazie Hirono is currently accepting applications for **Internship** positions available in her Washington, D.C. office for the 2012 fall semester. This internship provides opportunities to gain firsthand knowledge of how a congressional office operates, to observe the legislative process at the federal level, and to develop research skills related to public policy. Duties will include, but are not limited to, constituent service, drafting correspondence, attending legislative briefings, and assisting staff. Qualified applicants should possess a professional and courteous demeanor, good interpersonal communication skills, the ability to multi-task, excellent attention to detail, the ability to work in a fast paced environment, and interest in the legislative and governmental process. If you are interested, please email your resume and cover letter to resumes964@gmail.com. Please indicate "Fall 2012 Internship" in your subject line and include your available hours, available weekdays, and start/end date.

MEM-092-12

Congressman John Conyers, Jr. (D-Michigan) office is currently seeking **Fall Interns**. The purpose of this internship is to provide the student with complete exposure to the workings of a Congressional office in a dynamic team environment - which we hope will be an exciting experience! Responsibilities are to provide assistance to the Chief of Staff and Legislative Assistants on congressional projects including preparing for briefings, researching topics for floor speeches and press releases, and evaluating legislation to be considered on the House floor. A major responsibility will also include managing the front desk, which entails the following: answering phones (screening calls and taking accurate phone messages), greeting constituents, opening and distributing office mail, analyzing constituent letters, and entering and tracking constituent casework in the office database. You will be given the opportunity to research a topic of your choice and submit your findings with policy recommendations to the appropriate staff person.

Qualifications:

- Must be a current college student
- Must be friendly and pleasant on the phone and to office visitors
- Eager to assist staff with projects and general office duties
- Flexible work hours with at least a minimum of 12 hours per week

Applicant Instructions:

Interested candidates may apply via our website at <http://conyers.house.gov/index.cfm?FuseAction=ConstituentServices.StudentOpportunitiesInformation> or by emailing their cover letter, resume and responses for the below questions to Rinia.Shelby@mail.house.gov. Please put the words "INTERN APPLICATION" in the subject line of your email. Applications accepted on a rolling basis until positions are filled.

Questions to be completed by applicant:

- (1) Please explain in a brief statement why you are interested in a congressional internship with Congressman John Conyers, Jr.
- (2) Please indicate areas of legislation you are most interested in learning.
- (3) Please provide a list of any relevant experiences such as class assignments, projects, memberships, etc.
- (4) Please provide two professional references.
- (5) Please indicate your hours of availability.

MEM-091-12

The Office of Congressman Cedric L. Richmond is seeking a **Press Intern** for his Washington, DC office. The intern will assist in compiling media clips, drafting press releases and talking point, managing social media, and working closely with the communications director. The ideal candidate will have Louisiana ties, a sense of humor, strong interpersonal communication skills, as well as a high degree of professionalism. Please email your cover letter and resume with 'Intern' in the subject line to internship.richmond@mail.house.gov. Please specify your proposed internship dates in the cover letter. No drop-ins or follow-up calls, please.

MEM-089-12

Congressman Alcee L. Hastings (D-FL) is seeking highly-motivated, self-starting, and detail-orientated individuals for his **Fall Internship** program. Main responsibilities include researching legislative issues; drafting floor statements, constituent correspondence letters, and press releases; answering phones; organizing mail; covering Congressional hearings and briefings; providing general office support; and handling special projects as assigned. The internship is unpaid. Work may qualify for academic credit, depending on the requisites of the college or university. Positions are currently available. Please e-mail your cover letter, resume, and short writing sample to Laure Fabrega at laure.fabrega@mail.house.gov.

MEM-088-12

Congresswoman Barbara Lee (CA-09) seeks a highly motivated, full-time **Intern** for fall 2012. Interns are responsible for both administrative and legislative duties. Administrative tasks include assisting the staff assistant with 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. Candidates should be professional and possess strong oral and written communication skills, an ability to multitask in a fast-paced environment, and a good sense of humor. Ties to California's 9th Congressional District are a plus but not required. Interested applicants should e-mail a cover letter and resume to lee.internships@mail.house.gov.

MEM-087-12

Immediate openings for **Interns** to assist Congressman Petri (R-Wisconsin) and his staff in the overall day-to-day operations of the office by investigating constituent requests and drafting responses, answering telephones, greeting visitors, and guiding tours of the Capitol. They will also be assigned research projects as needed. Interns have the opportunity to attend committee hearings and otherwise take advantage of the unique perspective of Capitol Hill. We try to give our interns a firsthand view of the legislative process and we make every effort to provide them with a worthwhile learning experience. This is an excellent opportunity for college students or recent graduates interested in obtaining Capitol Hill experience. These unpaid positions are full or part-time with flexible scheduling available. Email cover letter and resume to wisc06@mail.house.gov with subject line INTERN APPLICANT.

MEM-086-12

Intern – The Office of Congressman Sean Duffy (WI-07) is seeking a full-time intern available immediately in his Washington, D.C. office. Duties include, but are not limited to: providing general constituent services including answering phone calls, sorting mail, and recording and reporting opinions on legislative matters; assisting constituents in their visits to Washington, D.C. including researching tourist locations, and giving tours of the Capitol; conducting research for staff members on various issues; working with the legislative team in drafting constituent correspondence; any other duties that may be assigned. Wisconsin ties and college students or recent grads are preferred, but not required. Interested applicants should e-mail a cover letter and resume to Bobby Hamill at robert.hamill@mail.house.gov with “Fall Internship” as the subject. Note that the internship is unpaid and housing is not provided.

MEM-084-12

Congressman Mike Honda’s office seeks a progressive, full-time, unpaid press and social (multi)media **Intern** in his Washington DC office for fall 2012. This is a unique opportunity for a passionate, creative and self-motivated person to join the team of one of Congress’s most prolific, progressive, and influential voices. The intern will serve as a critical member of the team helping brainstorm ideas, concepts, and projects. Your work will involve exposure to national, state, and local media, particularly advocating for the Congressman’s policy priorities. Responsibilities include, but are not limited to: monitoring and drafting outreach statements for the Congressman’s cutting edge social media outlets; conceptualizing, executing, and editing viral videos for the web; working on drafts of press releases and op-eds; conducting research; compiling press clips; brainstorming and creating Web 2.0 content; and assisting the Communications Director and the Online Communications Director with the daily operations of a heavily active progressive Member’s office. As a member of the Budget and Appropriations committees, author of the Congressional Progressive Caucus’s federal budget, and Chair Emeritus of the Congressional Asian Pacific American Caucus, Rep. Honda’s press operations are one of the most proactive and robust in Congress. Applicants must work well under pressure, be technically proficient

Web 2.0 programming languages; have a strong working knowledge of creative software suites such as Adobe Premiere, Dreamweaver, Photoshop and/or other related software, have excellent written and oral communications skills, and strive to create a compelling narrative that will resonate with the public. Previous experience in politics or press are not required, candidates should have an understanding of the federal government, progressive politics, experience using social media, and a communications/writing background. While this internship is dedicated to communications, the intern will be expected to assist with front office duties such as answering phones, sorting mail, greeting visitors, and other administrative tasks. Candidates with CA-15 or California ties are preferred. Ideal start-date will range between August 27th – September 17th. If interested, please send cover letter, resume and a writing sample via email to Madeline.rose@mail.house.gov .

MEM-083-12

Immediate **Internship** Openings for the Fall – A Southern Republican Congressman is seeking applicants for an unpaid internship. We are looking for applicants that can start immediately. An internship in the office will provide a valuable hands-on experience and a greater understanding of the legislative process. Responsibilities include attending hearings, researching specific issues, compiling information to respond to constituents inquiries, handling incoming mail and data entry, giving visiting constituents tours of the Capitol, and performing general office duties. Southern ties are a plus, but not required. Interested candidates should send a cover letter and resume to congressional.interns@gmail.com. Please include your dates of availability.

MEM-082-12

The DC Office of Representative Jim Langevin (RI-02) is seeking personable, dependable and professional individuals for full and part-time unpaid **Internships**. Responsibilities include but are not limited to answering phones, processing mail, and other administrative duties as assigned, as well as providing support to press and legislative staff as needed. We also encourage interns to attend committee hearings and briefings. The ability to work well and communicate efficiently in a team environment is essential. Rhode Island ties are preferred. Interested candidates should email a cover letter and resume to internsRI02@gmail.com.

MEM-081-12

Congressman Leonard L. Boswell (IA-03) seeks a motivated, enthusiastic, and detail-oriented **Intern** for the fall of 2012 in his Washington, DC office. This is a great opportunity for individuals who are interested in learning about the workings of Capitol Hill and the legislative process in a busy office. The internship will provide exposure to all areas of a legislative office. Responsibilities include: drafting press releases, weekly columns, and other writing projects as needed; researching, writing and editing responses to constituent letters and requests; attending hearings and briefings on various issues; and a variety of administrative tasks, including data-entry of constituent letters and front office duties. Applicant should be a self-starter with strong

attention to detail the ability to meet tight deadlines, and superior writing and organization skills. Applicants with a strong interest in politics and a connection to Iowa will be given priority consideration. Please note that this is a full-time position beginning on or shortly after August 20th, 2012. Please email cover letter, resume, one letter of recommendation, and two short writing samples to internllb@gmail.com.

MEM-079-12

Congressman Lloyd Doggett (D-TX) is seeking **Internship** applicants for his Washington, DC office for Fall 2012. These positions offer a unique opportunity to help respond to individuals who need help with a federal problem, and to learn about broader community and national concerns. Interns assist staff with constituent services and legislative research. If you are interested in interning, email sara.jordan@mail.house.gov with your resume and three references, a writing sample, and advise when you would be available. Candidates should have a strong work ethic and a positive attitude. Texas ties a plus.

MEM-078-12

The House Democratic Caucus offers full-time **Internships** year-round*, based on immediate openings. Successful applicants will be bright, highly motivated and have strong academic records, as well as an interest in public policy. Interns will perform a variety of duties that are essential to the Caucus. These range from administrative duties such as answering phones and data entry, to assisting the staff in a variety of functions, including performing research, attending briefings, and preparing the Caucus' many events. Interns will also interact with Members of Congress regularly, and are expected to uphold the Caucus' high standards of conduct. Candidates must be flexible and capable of working in an unpredictable, fast-paced environment. This is an unpaid internship.

Eligibility: The House Democratic Caucus seeks full-time interns, only. All current undergraduates and recent graduates who are available for a full-time position are encouraged to apply. **To Apply:** Please send a cover letter, resume, and brief writing sample to house.democrat@gmail.com. ***Must be able to start immediately.**

MEM-077-12

Unpaid **Intern**- Congressman Bobby Schilling (IL-17) seeks interns available immediately. Daily activities include but are not limited to answering phones, distributing and sorting mail, greeting guests, entering constituent information into IQ, giving tours, and assisting staff members with various assignments. The ideal candidate will have a strong interest in government and politics and needs to be motivated, dedicated to the office, friendly, personable, and possess a good sense of humor. Please send your resume and cover letter to claire.repass@mail.house.gov. Preference given to candidates with Illinois ties. Part time/ full time available.

MEM-076-12

Internship – Congressman Dave Loebsack is hiring fall interns in his Washington, D.C. office. Interns are responsible for answering phones, sorting

mail and faxes, giving tours of the Capitol, and assisting with constituent correspondence. Other tasks may include attending briefings and hearings, letter writing, and assisting press staff. Intern candidates should be current or recent college students, regardless of major. Although internships are unpaid, exceptional candidates may be considered for a small stipend after the first month. To apply please email your cover letter, resume, a short writing sample and a letter of recommendation to Loebsack.Internship@mail.house.gov. No phone calls or drop-ins please.

MEM-073-12

Congressman Steve King is looking to fill Fall **Internship** positions in his Washington, DC office. The internship will end in December 2012. Applicants should be committed, pro-life conservatives with strong writing skills. Ideal candidates will also be personable self-starters able to multi-task and work well under pressure. Iowa ties are a plus. Duties include answering phones, sorting mail, leading capitol tours, drafting constituent mail and helping legislative staff with research & writing projects. Interested candidates should send a resume and cover letter explaining their interest in working for Congressman King to ia05.interns@gmail.com with "Fall Internship" in the subject line.

MEM-071-12

Florida Democrat is seeking a responsible, motivated, and outgoing candidate for an **Internship** opportunity in their Washington, DC office. Interns are expected to be full participants in the office with duties ranging from answering phones and administrative support to legislative research and drafting letters. Florida residents and minorities are strongly encouraged to apply. Interested candidates should forward their resume, cover letter, and any other pertinent materials to FLdemInternship@gmail.com.

MEM-070-12

Fall Internship Opening: A Republican Congressman from California is currently looking for unpaid interns to begin in August. Daily duties include, but are not limited to: answering phones, distributing mail, conducting Capitol tours for constituents, attending hearings and briefings, and assisting legislative staff with various projects. Ideal candidates should possess excellent oral and written skills and be comfortable in a fast-paced working environment. California ties are preferred, but not necessary. If interested, please email a resume, cover letter, and list of references to resumeslhob@gmail.com.

MEM-065-12

The Office of Congressman Vern Buchanan (R-FL) is seeking **Interns** for the 2012 fall semester in his Washington, D.C. office. Duties include: providing general constituent services including answering phone calls, sorting mail, and recording opinions on legislative matters; conducting research for staff members on various issues; working with the legislative team in drafting constituent correspondence; any other duties that may be assigned. Florida ties are preferred, but not required. The internship weekly schedule is flexible but requires at least 15 hours a week.

Interested applicants should e-mail a resume to Victoria Hunter at Victoria.hunter@mail.house.gov with “Fall Internship” as the subject. Please note that the internship is unpaid and housing is not provided.

MEM-062-12

The House Democratic Caucus offers full-time **Internships** year-round, based on immediate openings. Successful applicants will be bright, highly motivated and have strong academic records, as well as an interest in public policy. Interns will perform a variety of duties that are essential to the Caucus. These range from administrative duties such as answering phones and data entry, to assisting the staff in a variety of functions, including performing research, attending briefings, and preparing the Caucus’ many events. Interns will also interact with Members of Congress regularly, and are expected to uphold the Caucus’ high standards of conduct. Candidates must be flexible and capable of working in an unpredictable, fast-paced environment.

Eligibility: The House Democratic Caucus seeks full-time interns, only. All current undergraduates and recent graduates who are available for a full-time position are **encouraged to apply. To Apply: Please send a cover letter, resume, and brief writing** sample to house.democrat@gmail.com must be able to start immediately.

MEM-059-12

Democratic CBC Member of Congress seeks a responsible, focused, and organized **Intern**. Positions are available starting in August, and applications will be considered on a rolling basis. Although internships are unpaid positions, interns are treated as full participants in the Congressional office. Duties will include, but are not limited to: answering phones, processing mail, researching issues, drafting correspondence, and attending hearings and briefings. Current students are especially encouraged to apply. If you are interested, e-mail a cover letter, resume, and short writing sample to Taylor Share at Taylor.Share@mail.house.gov.

MEM-055-12

The Washington, D.C. Office of U.S. Representative Dave Camp (R-MI) is seeking diligent, enthusiastic and organized undergraduate students for unpaid legislative internships during the 2012 fall semester. These positions provide exposure to the legislative process while developing an understanding of how a congressional office operates. Intern responsibilities include, but are not limited to: constituent tours, organizing constituent mail, administrative duties, attending briefings, assisting with special projects, and the potential to assist legislative staff with research on various issues. Interns will start late August with full-time availability; Michigan ties are strongly preferred. If interested, please send cover letter, resume, two writing samples and letters of recommendation to Harry Gillen, Intern Coordinator, at (202) 225-9679 or email at harry.gillen@mail.house.gov. For more information on Congressman Dave Camp and Michigan’s 4th Congressional District, please visit our website at www.camp.house.gov.

MEM-048-12

Majority House Committee is seeking undergraduate and graduate unpaid **Interns** for the upcoming fall semester. Candidates must be energetic, hard-working, and be able to work in a fast-paced environment. Interns will have the responsibilities of providing legislative and general administrative support and other duties as assigned. Interns will be given opportunities to engage in substantive work, attend hearings and educational briefings, and will in all regards be treated as an integral member of the full-time staff. To apply please submit an application, resume, and one page essay which can be found at www.waysandmeans.house.gov

MEM-046-12

Natural Resources Chairman Congressman Doc Hastings is looking for full time, unpaid fall **Interns** for his personal office. Internships can start late July – early August and can last through the end of December. Interns in the Washington, D.C. office will be responsible for assisting with general office duties, legislative staff with research and writing, and responding to constituent mail. Interns will be encouraged to attend hearings, briefings, and other Congressional proceedings. Additional duties are available and will be assigned according to an intern's interest and ability. Must be highly motivated, self-starter, detail oriented, possess excellent organizational and communication skills, a strong work ethic, a positive attitude and will have the ability to manage multiple tasks on a deadline. Please email resume and cover letter to annick.miller@mail.house.gov with "Internship" in the email subject line. No phone calls please.

MEM-036-12

Conservative Republican from Michigan seeks unpaid **Interns** to fill positions in Washington, DC office for summer and Fall 2012. Will need applicants to fill slots for August through September and September through December. This opportunity provides exposure to the legislative process while developing an understanding of how a congressional office operates. Main responsibilities include, but are not limited to: constituent tours, organizing constituent mail, administrative duties, attending briefings, assisting with special projects, and the potential to assist legislative staff with research on various issues. Candidates should be self-motivated, enthusiastic, flexible, and computer-literate. This is a great opportunity for college students seeking academic credit. Michigan ties are a must. Please email your cover letter and resume to Kay Miller at kay.miller@mail.house.gov.

MEM-029-12

The office of Congressman Buck McKeon (CA 25), Chairman, of the House Armed Services Committee, is seeking unpaid **Interns** to fill positions for Summer/Fall 2012. Will need applicants to fill slots for August through December. Main responsibilities include answering phones, processing mail, drafting constituent correspondence letters, researching legislative issues, attending meetings/hearings as needed. There will also be opportunities to attend receptions and seminars that interest you. Candidates should be self-motivated, enthusiastic, flexible, and computer-literate. This is a great opportunity for college

students seeking academic credit. Applicants must be able to make a minimum commitment of four days a week. California ties a plus, but not required. Please e-mail your cover letter and resume to Mimma Faudale at mimma.faudale@mail.house.gov

MEM-025-12

UNPAID INTERNSHIPS: Conservative Republican Congressman seeks interns; staggered start dates, positions available immediately. Start/stop dates are very flexible. Positions may involve constituent care and contact, press assignments, research/legislative assignments, giving tours of the Capitol, and assisting staff in a million incidental and unforeseeable ways. We try to match our needs to the Intern's interests and aptitudes. Appointees will gain valuable experience in House functions and learn first-hand how the hippest and most dynamic office on The Hill operates. Conservatives with solid pro-life beliefs and strong work ethic will be a good fit. Candidates please send a letter of interest with resume, references, and some type of writing sample to HillInternship11@Gmail.com.