

Congresswoman Loretta Sanchez

INTERNSHIP OPPORTUNITY

The Experience of Interning on Capitol Hill

Washington, D.C. provides a vast array of internship opportunities. Interning on Capitol Hill is certainly a unique experience in the nation's capital. Once you become acquainted with the maze of underground tunnels, accustomed to the in's and out's of office procedures, and adept at handling constituents' phone calls, you will gain insight into the intricate workings of Capitol Hill. The intimate knowledge earned by being "behind the scenes," reading the onslaught of mail and faxes from interest groups and citizens, and listening to the constant flow of CSPAN streaming in your ear immerses you into the world of policy and politics for an experience like no other.

Internship Duties:

- ❖ *Capitol Tours*—Take a historical class and tour-guide training and be prepared to share your knowledge of history, government, and politics with constituents.
- ❖ *Constituent Correspondence*-Draft letters to constituents using the Congressional Research Service to provide legislative updates.
- ❖ *Briefings/Hearings*—A myriad of briefings and hearings happen daily on a wide range of issues. Interns have the flexibility to attend those that are of interest to them.
- ❖ *Administrative Support*—Examples of tasks include answering phones, greeting guests, running to the supply store, and sorting mail.

Minimum Requirements:

- ❖ Currently enrolled in undergraduate or graduate studies
- ❖ Two letters of recommendation:
 1. From an academic resource (Professor)
 2. From a professional resource
- ❖ One page (no more than 250 words) essay on why you would like to intern for the Congresswoman
- ❖ Minimum 3.0 GPA on a 4.0 Scale
- ❖ Ties to Southern California a plus

Deadlines:

- ❖ *Fall* (Late August-December): Submit application by the Friday of the first week in August
- ❖ *Winter* (January – May): Submit application by Friday of the second week in December
- ❖ *Summer* (May – August): Submit application by first Friday in May.

Apply early and send required documents to the intern coordinator at Paige.Labourdette@mail.house.gov or at the following address:

Paige Labourdette
1230 Longworth HOB
Washington, D.C. 20515
Phone: (202) 225-2965
Fax: (202) 225-5859