Congressional Delegation
Internship Opportunities in
Washington, DC
2010
Intern Program

My internship program is a great opportunity for students to learn first-hand about public service and the workings of the U.S. Senate. Interns gain knowledge on the federal legislative process and the day-to-day work that goes into researching, drafting, and passing a bill in the Senate. They will learn about the issues that are of great concern to my Florida constituents and me. I welcome and encourage all college students to apply for my internship program.

INTERNSHIPS AT A GLANCE

Senator LeMieux’s internship program provides a unique experience that invites students interested in public service to observe U.S. democracy at work and participate in the legislative process.

- Internships are available year-round in all of our state offices and Washington, D.C.
- There are four sessions:
  - Spring Session (Jan. – May)
  - Summer Session I (May – June)
  - Summer Session II (July – Aug.)
  - Fall Session (Sept. – Dec.)
- The program is open to undergraduate students of all majors, and while preference is given to Florida residents, all students are encouraged to apply.
- Intern projects include, but are not limited to, legislative research and constituent services.
- Application requirements: a completed application form, a cover letter, a current resume, three letters of recommendations and a college transcript.

Internship Programs

- [State Internship Program](http://lemieux.senate.gov/public/?p=StateInternship)
For More Information

E-mail the Internship Coordinator
Internships
Senator Nelson offers internships in his Florida and Washington D.C. offices to students from Florida. These unpaid positions can last several weeks or months during the summer or more extended periods during the school year.

Washington, D.C. internships
Legislative interns in the Washington, D.C. office spend much of the day answering phones, sorting mail and faxes, giving tours and running errands around the Capitol Hill complex. They also work with members of the legislative staff by attending and reporting on Senate hearings, analyzing pending legislation and conducting research.

One press intern is selected each term to assist the communications office in daily activities such as answering phones, updating media contact information, pitching press events and conducting research. Press interns also help arrange media events.

To apply for an internship in Senator Nelson’s Washington, D.C. office, first complete the online application form. Then submit a short explanation of interest in the program, a resume, a writing sample of three pages or fewer, two letters of recommendation and a list of references (with phone numbers). Attach the required documents to the online application form or fax them to 202-228-2183.

Submit explanation of interest, resume, writing sample, letters of recommendation and references online or fax to:
U.S. Senator Bill Nelson
Attn: Intern Coordinator
202-228-2183 fax
Call (202) 224-5274 if you have questions.
Representative Alcee Hastings (D) (23rd District)

I invite all college students to apply for a Congressional internship in my Washington and South Florida offices for spring, summer or fall terms. The term of the internship is flexible. However, it must be at least three months in length, and you must commit to no less than 20 hours per week. All internships in my offices are unpaid. You do not have to be a resident of Florida's 23rd Congressional District to intern in my offices, though preference is shown to applicants from South Florida.

Duties will be wide ranging in nature, as interns in my office are tasked with a variety of responsibilities ranging from special projects and legislative research to drafting constituent responses and providing general office support. Additionally, interns in my office have the opportunity to attend congressional hearings, briefings, and seminars. In many instances, interns are also asked to handle special projects that I have assigned.

As an intern, you will have access to the same resources as my full-time congressional staff. Recently, interns in my office have prepared reports on important issues that Congress has considered, assisted in the drafting of floor statements and press releases, designed and authored a newsletter which was distributed throughout South Florida, and prepared analyses regarding trade agreements currently being considered by the Administration. I am very proud of the program that we have designed, as it gives students valuable insight into how Congress works.

When interns leave our office, they will take with them a packet of projects they have completed for my staff and me.

We expect interns to follow a schedule determined by the intern and intern coordinator. My office is lively and fast-paced. Interns should be prepared to meet deadlines and work well under pressure. We consider our interns to be an integral part of the staff and assign to them substantive work to do. Routine office support, however, is also a part of the job. As a policy, though, we do not ask interns to take on any task that we do not regularly do ourselves.
Interested students should be familiar with Microsoft Word, Windows 2000 and XP, and the World Wide Web. The internship is writing intensive, and I encourage students to try and obtain course credit for their work with us. We will work with you and your school to facilitate course credit.

If you are interested in interning in any of my offices or have any questions, please contact my intern coordinator, Laure Fabrega, via e-mail at laure.fabrega@mail.house.gov or by phone at (202) 225-1313 for more information.

To apply, please send a cover letter, current resume, and short (1-2 page) writing sample to:

Office of the Honorable Alcee L. Hastings  
ATTN: Intern Coordinator  
2353 Rayburn House Office Building  
Washington, DC 20515-0923
Representative Ron Klein (D) (22nd District)

Working for the United States Congress is a rewarding experience. Our office is looking for hard-working college interns year round – Florida ties are preferred, but not required. Interns are expected to handle a wide variety of tasks including, but not limited to attending briefings and committee hearings for staff, answering phones and greeting visitors, taking constituents on tours of the Capitol Building, and helping with the Congressman’s constituent mail program. Congressional internships provide an excellent opportunity for those interested in politics, law, business, and civic participation to learn firsthand how our federal government operates.

If you are interested in applying for an internship, please submit a cover letter, resume, a list of references, and your availability to InternRonKlein@yahoo.com.
If you are interested in interning in any of my offices or have any questions, please contact my office by phone at (202) 202-225-4506 for more information.

To apply, please send a cover letter, current resume, and short (1-2 page) writing sample to:

Office of the Honorable Kendrick B. Meek
ATTN: Intern Coordinator
1039 Longworth House Office Building
Washington, DC  20515
My office is happy to offer a congressional internship to college students and recent graduates to offer them an opportunity to get an inside look at our government.

Congressional Internships:

Congressional Internships are offered during the summer, as well as during the fall and spring semesters. Applications for summer are usually due March 1st, but the deadline may vary by year. Applications for fall and spring are accepted on a rolling basis.

Interns would assist with various tasks in the office including:

• Giving tours of the Capitol Building
• Sorting and opening mail
• Answering phones
• Attending hearings
• Researching current legislation

Please contact the Intern Coordinator Michelle Hawks at Michelle.Hawks@mail.house.gov or call the office at 202-225-5792 with any questions or to learn more about the position.
As an intern in my office, you would be a welcomed member of our team, which is dedicated to offering the best service possible to the people of Florida's 20th Congressional District.

Washington is a great place for students to learn how their government works, but it is much more. The Washington experience, and in particular the experience of working for Congress on "the Hill," teaches valuable work and social skills. It is an experience that is enormously beneficial to students as they prepare for their professional future.

Students chosen will perform a variety of duties for our office and will play an active role in performing the daily tasks that face a Member of Congress. Interns will have the opportunity to learn and assist all members of my office, assisting with legislative, press, and administrative duties.

An internship on Capitol Hill is what one makes of it. Dedicated interns have the opportunity - provided they are motivated, energetic, and creative - to learn how legislation becomes law and affects peoples' lives.

We are always looking for hard working students who are interested in entering public service or learning how Congress functions.

If you are interested in applying for a position, please submit one of the following applications:

- An electronic form ready to e-mail to: