

**Interns Needed:** Congressman Steny H. Hoyer, House Democratic Whip and Representative for the 5th district of Maryland, seeks interns for his Legislative and District offices. Interns will work in a fast-paced Congressional Office, gaining valuable experience and knowledge of the United States Congress. Interns will gain practical experience while assisting Congressional staff, and have the opportunity to acquire a working knowledge of the day-to-day operations of the Legislative branch.

Intern responsibilities include greeting constituents and handling constituent phone calls, assisting staff with administrative tasks, conducting legislative research, and assisting with constituent correspondence. Interns will also have the opportunity to attend “brown-bag” lunch discussions with speakers from different backgrounds and career fields, who will meet in an informal setting to discuss their work history and current positions, as well as provide advice and answer questions. The extended experience includes lunch lectures from policy experts on various legislative topics, and tours of various Washington sites, including the Supreme Court, White House, and U.S. Capitol.

Internships are open to all majors and designed for undergraduate students and recent graduates with an interest in public service. Starting and ending dates are flexible, depending on academic calendar, although prospective interns should be able to commit at least 15 hours per week over 2 or 3 weekdays. A personal interview is required for consideration.

**Qualifications:** Strong academic background and interest in pursuing a career in public service or government. Successful interns will be hardworking and self-motivated, with exceptional written and verbal communication skills, and strong attention to detail. Proficiency in MS Office or Corel WordPerfect required. Maryland Residency a plus.

**Compensation:** Congressional Interns are unpaid.

**Contact:** Mr. James DeAtley, Internship Coordinator

**Contact Fax:** 202.225.4300

**Application Deadline:** For the fall semester, the deadline for applications is early September -- for Winter internships, the deadline is late November; for Spring, the deadline, mid January. The deadline for applications for Summer internships is late March. Late applications will be admitted only in exceptional circumstances.

**To Apply:** Please send a resume and cover letter indicating the semester to which you are applying and the days of the week you will be available 9-6pm. Please email your information to [Hoyer.internships@mail.house.gov](mailto:Hoyer.internships@mail.house.gov) or fax it to 202.225.4300. No phone calls please.

**Majors/Career Fields:** Any. Students with all academic/career backgrounds are encouraged to apply.