

# House Vacancy Announcement and Placement Service

Questions? Connect with us at [ResumeService@mail.house.gov](mailto:ResumeService@mail.house.gov) or at 202-226-0221.

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## Internship Openings

Week of March 17, 2025

MEM-099-25

### Summer 2025 Internship

Congressman Rob Menendez (NJ-08) seeks interns for his Washington, D.C. and Jersey City offices for Summer 2025.

Ideal candidates are organized and passionate undergraduate students, graduate students, or recent graduates with an interest in public service. Applicants should be self-starters with excellent communication, writing and organizational skills.

Key responsibilities of D.C. and district interns include but are not limited to:

- Assisting with front office operations
- Answering phones, recording constituent opinions, and processing other incoming requests
- Drafting memos and conducting legislative research or community outreach

Applications are processed on a rolling basis, and candidates are encouraged to apply as soon as possible. The internship will take place in-person from May to August. Preference will be given to those with New Jersey ties and availability of at least 20 hours per week. A stipend will be provided.

To apply, please fill out the application and submit a resume and cover letter through this link: [Internships | Representative Menendez \(house.gov\)](#). Please indicate your availability in your cover letter and format the files [LastName\_CoverLetter] and [LastName\_Resume].

This office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, military status, gender identity, marital status, parental status, or sexual orientation. Applicants with disabilities who require reasonable accommodation to participate in the application or hiring processes are encouraged to request an accommodation at any time during those processes.

MEM-098-25

### Press/Digital Internship



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Congressman Rob Menendez (NJ-08) seeks a press intern to start immediately in his Washington, D.C. office. The ideal candidate will be reliable, creative, organized, and motivated. Applicants should be self-starters with excellent communication and writing skills.

Key responsibilities include but are not limited to:

- Media monitoring and tracking press coverage related to the Congressman and his work
- Video editing and graphic creation
- Drafting newsletters

Applications are processed on a rolling basis, and candidates are encouraged to apply as soon as possible. A stipend will be provided. To apply, please submit a resume, cover letter and a writing and graphic design sample in one PDF to [nj08hiring@gmail.com](mailto:nj08hiring@gmail.com) with the subject line "FULL NAME – Press/Digital Intern"

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## MEM-097-25

Title: **DC Internship**

Salary Level/Range: Paid/Unpaid

Closing Date: March 21, 2025

Congresswoman Rosa L. DeLauro (CT-03) is seeking applicants for the Summer 2025 internship program in her Washington, D.C. office.

**Responsibilities:** The office of Congresswoman DeLauro runs an internship program intended for current undergraduate students, recent college graduates, and students currently enrolled in graduate school. Internships in Congresswoman DeLauro's office combine administrative and legislative work. Interns are involved in all aspects of the office including constituent services, correspondence, and legislative research, in addition to providing general staff support.

**Qualifications:** Applicants should have an ability to work in a fast-paced environment, possess excellent writing skills, and an enthusiastic attitude. Interning in Congresswoman DeLauro's office is a great opportunity to work in a highly active legislative office.

**How to Apply:** Please email your completed intern application form (also located on [delauro.house.gov/services/internships](https://delauro.house.gov/services/internships)), cover letter, resume, brief writing sample (1-2



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pages), and two reference contacts in a single PDF file to [Lydia.McCarty@mail.house.gov](mailto:Lydia.McCarty@mail.house.gov) with the subject line “Summer 2025 Internship” by 5pm on March 21st.

Applicants and employees shall not be discriminated against with respect to compensation, terms, conditions, or privileges of employment, because of such person’s race, color, religion, sex, age, national origin, service in the military, disability, or sexual orientation.

## MEM-096-25

The Office of Congressman Pat Harrigan (NC-10) is currently seeking **interns** with our DC office for the Spring 2025 session. The internship would begin as soon as possible and last until May 26th

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 [Sam.Madsen@mail.house.gov](mailto:Sam.Madsen@mail.house.gov). Applications should include a resume and what the individual’s internship schedule may look like.

## MEM-093-25

### **Legal Fellow – Congressman Darrell Issa**

**Spring and Summer Legal Fellowships** available with the Office of Congressman Darrell Issa (CA-48) in Washington, D.C.

Duties include assisting the Congressman’s Judiciary team with legislative research, memo drafting, and preparing materials for upcoming hearings for the Subcommittee on the Courts, Intellectual Property, Artificial Intelligence, and the Internet, as well as his work on the Antitrust Subcommittee and full Judiciary Committee.

We are looking for a current law student that possesses critical thinking skills, political acumen, discretion, timeliness, strong analytical skills, and is able to work in a fast-paced environment. The position will work with schooling needs.



A modest stipend is available.

Class credit for the schools may also be available. We are flexible on start and end dates.

Interested applicants should email their resume to [levi.lall@mail.house.gov](mailto:levi.lall@mail.house.gov) indicating the job title in the subject line.

## MEM-091-25

### Summer 2025 DC Internship

The office of Congresswoman Susie Lee is seeking full-time, **Summer 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](mailto:NV03Resumes@gmail.com) with “Summer 2025 DC Intern - [Last Name], [First Name]” in the subject line. No phone calls or walk-ins please.

## MEM-090-25

Representative Diana Harshbarger (R-TN-01) seeks a highly motivated and detail-oriented **Press/Digital Intern** to join their Washington, D.C. office. This position offers an excellent opportunity for hands-on experience in political communications, media relations, and public messaging on Capitol Hill. This intern will work directly with, and report to the Communications Director.

This paid internship is open to undergraduate and graduate students from early May through late August. General hours are 9:00 AM to 6:00 PM when Congress is in session and 9:00 AM to 5:00 PM when it is not.

Interested applicants must submit a PDF file containing a cover letter and resume to be considered. As a bonus, applicants may submit additional materials with examples of digital work or writing samples. This must all be emailed to [sam.somogyi@mail.house.gov](mailto:sam.somogyi@mail.house.gov) and [holly.lay@mail.house.gov](mailto:holly.lay@mail.house.gov) with the subject line, “Press/Digital Internship Application — [Your Name]”

### Responsibilities:

- Assist in drafting press releases, media advisories, talking points, and social media content.
- Monitor news coverage and compile daily press clips.



- Help manage the Member's social media accounts, including drafting and scheduling posts.
- Track media requests and assist in preparing responses.
- Conduct research to support press and communications initiatives.
- Assist with the production of digital content, including graphics and videos.
- Attend and take notes at press events, briefings, and hearings as needed.
- Perform administrative tasks to support the communications team.

#### **Qualifications:**

- Strong writing, editing, and research skills.
- A keen interest in conservative politics, media, and policy issues.
- Experience with social media platforms (Twitter/X, Facebook, Instagram) and digital content creation.
- Ability to work in a fast-paced environment and handle multiple tasks.
- A positive attitude, strong work ethic, and attention to detail.

#### **Preferences:**

- Completed undergraduate degree.
- Prior internship or experience in communications, journalism, or politics.
- Proficiency in graphic design or video editing.

### **MEM-089-25**

Congresswoman Dina Titus (NV-01) seeks highly motivated **Legislative Interns** in our D.C. office for the Summer 2025 semester.

Interns in our D.C. office will have the opportunity to witness the legislative process and the inner workings of Capitol Hill first-hand. Responsibilities include but are not limited to answering constituent phone calls, attending policy briefings and meetings, providing tours of the United States Capitol, and conducting legislative research to support the needs of the Congresswoman's staff. The internship will run from June through August, from 9 am-6 pm when Congress is in session and from 9 am-5 pm when Congress is not in session.

The ideal candidate possesses excellent oral and written communication skills, prioritizes professionalism, is a dedicated team player, and has a friendly persona. Ties to Nevada's First District are a plus, but not required. The office of Congresswoman Dina Titus 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.

#### **How to Apply:**

Interested applicants should fill out the form below and include a cover letter, resume, and short (1-2 page) writing sample. Applications will be accepted until **Friday, April 4th, 2025**, on a rolling basis.



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## MEM-068-25

The Office of Representative Donald Norcross (NJ-01) is seeking motivated candidates for the **Summer 2025 Internship** program.

Intern responsibilities will include but are not limited to assisting staff with legislative, administrative, constituent relations, scheduling, and communications activities. Interns will answer phones; sort, distribute, and respond to constituent mail; attend hearings and briefings; assist with legislative research; compile daily clips; and participate in professional development activities.

Successful candidates will demonstrate that they are organized, detail-oriented, and professional. Strong written and oral communication skills are essential. Interns receive a stipend.

Please send a resume, cover letter, two or three professional references, and a brief writing sample as one combined PDF to [internships.norcross@mail.house.gov](mailto:internships.norcross@mail.house.gov). No phone calls or drop-ins, please. Incomplete applications will not be reviewed.

## MEM-066-25

**LEGISLATIVE INTERNSHIP:** The Office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for **Summer 2025 legislative interns** in our West Chester, Reading, and Washington, D.C. offices. This internship will run from late May through early August.

Both full and part time internships are available, and we offer stipends to students who are in need. Our internship program has returned to in-person work with flexible telework options should interns need to work from home.

Ideal applicants are self-starters who bring a customer service mindset and a passion for community service. Applicants must be intellectually curious, willing to spend a lot of time on the phone and write well.

Responsibilities range from helping constituents, to doing research and drafting memos for our legislative staff, to staffing the Congresswoman in hearings or meetings. We offer interns the opportunity to see Congress up close and from the inside. Prior volunteer, leadership, and work experience are a plus. Ties to PA-06 are also a plus.

Please submit applications through the [“Legislative Internship”](#) form our website, [Houlahan.house.gov](http://Houlahan.house.gov).



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**Due to a high volume of applicants, you will likely only be contacted if you are selected for an interview.** 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. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

## MEM-065-25

**PRESS INTERNSHIP:** The Office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for **Summer 2025 Press Interns** in our Washington, D.C., Reading, and West Chester offices. This internship will run from late May through early August.

We offer needs-based stipends to students who are in need. Our internship program has returned to in-person work with flexible telework options.

Ideal applicants are adaptable and proactive self-starters who have experience in a fast-paced, deadline-oriented work environment. Applicants must be independent problem-solvers, have strong writing skills, and be comfortable communicating to both internal and external audiences. Technical experience with graphic design tools (Canva, InDesign, Illustrator), photo editing programs (Photoshop, Lightroom), or video editing software (Premiere, Headliner) a major plus.

Press interns will be responsible for compiling and distributing press clips, helping draft copy for press and digital materials, and developing digital content. Press interns will have the opportunity to staff the congresswoman to capture videos and photos of events. We offer interns the opportunity to see Congress up close and from the inside. Prior volunteer, leadership, and work experience are a plus. Ties to PA-06 are also a plus.

To apply, please send 1) a resume, 2) ONE brief paragraph about yourself and why you're interested in interning in our office, 3) a writing sample, and 4) one example of digital work (video, graphic or photo) to [PA06Press.Interships@mail.house.gov](mailto:PA06Press.Interships@mail.house.gov).

**Due to a high volume of applicants, you will likely only be contacted if you are selected for an interview.** 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. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

## MEM-058-25

### Legislative Intern





The Democratic Staff of the House Energy and Commerce Committee seeks qualified undergrad students and recent graduates for Legislative Interns for the Summer 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](mailto: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 "Summer 2025 Legislative Intern Application" in the subject line. The deadline for applications is March 21, 2025. Please no phone calls or drop-ins.

## MEM-055-25

### Congressman French Hill **Internship Program**

Congressman French Hill (AR02) seeks interns to serve in his offices in Washington, D.C., and Arkansas.

Interns will work in a fast-paced office, gaining valuable exposure and knowledge of the legislative process and the U.S. Congress. Intern responsibilities include (but are not limited to) interacting with Arkansans and other visitors, conducting legislative research and writing, drafting communications materials, and assisting Arkansans with matters before the federal government.

Ideal candidates will have a positive attitude, strong work ethic, and excellent written and oral communication skills. Applicants should have working knowledge of





current events and policy topics as well as a willingness to assist with daily office tasks. Social media and other communications experience are a plus. Successful interns will be self-starters, listen to and take direction, and be willing to work both independently and as part of a team.

Standard internships take place as follows:

- Spring: January through May
- Summer: May through August
- Fall: September through November

Internships outside of this schedule may be offered on a case-by-case basis. Paid and unpaid internships are available.

Interested individuals should send a resume and cover letter to [ar02.applications@mail.house.gov](mailto:ar02.applications@mail.house.gov). For more information, please call (501) 324-5941 or (202) 225-2506 and ask for the Intern Coordinator.

## MEM-050-25

The Washington, D.C. office of Congresswoman Gwen Moore (WI-04) seeks **Interns** for the upcoming Summer 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](mailto:WI04DC.Internships@mail.house.gov). Additionally, applicants should indicate their availability on both an hourly and monthly basis.

**The deadline to apply is 6:00 PM ET on Friday, April 11th, 2025.**

