



## ***Democratic House Committee on Veterans' Affairs Internship Application***

### **Typical Intern Duties**

Interns with the Committee on Veterans' Affairs perform a variety of tasks that support our staff in our legislative and media work. Legislative tasks may include legislative research, assembling information, assisting lead staff in the Committee hearing room, and attending hearings and markups of other Committees for the purpose of taking notes. (Our interns are also encouraged to attend other congressional hearings and meetings in which they may have a personal interest.) Media tasks may include helping organize and staff Committee press conferences and assisting with production of daily news clips relating to Committee issues. Interns also perform administrative duties, such as answering phones, and sorting and distributing mail.

### **Other Details**

Internships generally mirror college semesters, running from January-May for spring internships, June-August for summer internship, and September-December for fall internships. Our office hours are from 9:00 am to 6:00 pm, Monday through Friday. Many interns work part-time, but please note that we most need assistance on our busiest legislative days: Tuesday, Wednesday and Thursday. Unfortunately, our office space is limited, so we are unable to bring on more than a few interns per year.

Internships are unpaid, though many interns receive course credit through their schools or universities. Final candidates will be required to submit his or her course credit requirements and transcripts.

### **How to Apply**

Send a cover letter and resume to the Internship Coordinator at [veterans.internships@mail.house.gov](mailto:veterans.internships@mail.house.gov) with the word "Intern" in the subject line. Be sure to include the dates of your availability in your cover letter. Unfortunately, due to the large number of applications, we are not able to personally interview every applicant. While we prefer e-mail submissions, you may also mail your application to the address listed below or fax at (202) 225-2034.

Democratic Internship Coordinator  
Committee on Veterans' Affairs  
333 Cannon House Office Building  
Washington, DC 20515  
(202) 225-9756