

Internships

How do I Apply?

To be considered for an internship, please submit the following information to my Washington D.C. office:

- Internship Application
- Cover Letter
- Resume

If you have further questions, please contact the Intern Coordinator at (202) 225-5792.

What is the Purpose of an Intern Program?

A Congressional Internship serves many purposes. The primary purpose of an Internship is to introduce students and/or young professionals to the Legislative Process. An Internship also provides an excellent opportunity to utilize academic lessons in a highly professional, hands-on work environment. Our office is very flexible, we want you to get the most of what you expect or desire out of this incredible opportunity.

As an intern, you will be exposed to various aspects of a Congressional Office, including legislation, press relations, and public service. In addition, interns assist staff members by performing numerous administrative tasks which are crucial to the daily operation of the office. The work is exciting, fast-paced and demanding, however, it is also very rewarding. We also encourage our interns to take advantage of the historical, cultural and educational opportunities available.

What are the Duties of an Intern?

Interns will perform a variety of tasks including answering phones, greeting visitors, assisting with constituent mail, and giving constituent Capitol tours. In addition, you may be expected to conduct research and assist the Congressional staff in the smooth operation of the office. We encourage the Interns to take advantage of attending committee hearings and briefings, as well as participate in the Congressional Intern Speaker Series. Special projects and various tasks, according to individual interests and skills, may also be required. Although much of the work in the office is of a clerical nature, the real value of being here will be the opportunity of observing firsthand the United States Congress and the Government at work.

What are the Requirements of an Internship?

Internships can be full-time or part-time, in one of our District offices or in our Washington, D.C. office and for school credit if necessary. As a general rule, interns work the same hours as permanent staff members. Although, semester-long internships are preferred, our office is willing to accommodate school and personal commitments should they pose a scheduling problem. Typically, the Fall session will begin the first week in September and continue through mid-December. The Winter/Spring session begins in mid-January and spans through the end of May. A summer internship consists of at least a 4-week session during June, July or August.

Anyone who has completed at least one year of undergraduate study is eligible to apply. Although we encourage anyone to apply, preference will be given to students whose permanent residence is in the Florida 16th Congressional District. Due to the diverse nature of the issues involved in our nation's government, we also encourage students who may not have a political background or a Pre-Law major to apply. The only real qualification we have is that you be willing to work hard, follow directions and enjoy yourself.

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