

## Internship Opportunities

I welcome and encourage all college students interested in either full or part-time internships in my Washington, DC and district offices to submit their resumes. As an intern in one of my offices, you will gain a unique and first hand perspective of the inner workings of the legislative process, the federal government and constituent services.

Internships run throughout the fall, spring or summer semesters for college students only. Although all internships in all offices are unpaid, students gain invaluable work experience. The hours are flexible to accommodate students' hectic course schedules, but generally run 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when Congress is not in session .

By assisting my district staff, interns may be asked to do a variety of things, including day-to-day office work such as answering phones, writing letters, or assisting with media clips. In addition, interns may be assigned to assist with various constituent casework, or with district-based projects of importance. You will be able to see first hand how the district office interacts with the community and serves as a liaison to my Washington, DC office.

In Washington, interns' responsibilities will vary. They may be asked to answer phones, run errands, research legislation for the Member and legislative staff, attend hearings and briefings, or answer constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office.

In order to apply for an internship, please send the following items to [altmireintern@mail.house.gov](mailto:altmireintern@mail.house.gov):

- Application form (available in either PDF or Word format);
- Resume;
- Two letters of recommendation from a professor, mentor or employer; and
- Short essay (one to two pages) on why you want to intern in Congressman Altmire's office.

If you would like more information on internships or have any questions,

please contact my office .