



Office of the Chief Administrative Officer
U.S. House of Representatives
Washington, DC 20515

Resume Distribution Form

Please complete this form, attach your resume and **fax to 202-226-0100**. Information provided will assist us with timely processing of your resume.

Applicant Information

Name: _____

Phone Number: (____) _____ - _____

Alt Phone Number: (____) _____ - _____

Home State: _____

I am currently living in the Washington DC area

I am willing to relocate to the Washington DC area

Please submit my attached resume (Select One):

Open Vacancy

General Submission to Resume Bank

Vacancy Number: _____ **Title** _____

Applicant Information for Submission to Resume Bank

Political party Preference:

Republican Office

Democratic Office

No Preference

Type of position you are seeking:

Full Time

Part Time

Intern

Do you have Capitol Hill experience?

No

Yes

Position Title: _____

For General Submission: Select the position(s) you would like to be considered for (maximum 3 positions):

Receptionist / Staff Assistant

Legislative Assistant

Legislative Correspondent

System Administrator

District Director

Press Aide

Office Manager

Chief of Staff

Legislative Director

Press Secretary

Executive Assistant

Other _____