



Congressman Michael C. Burgess, M.D.

Congressional Washington D.C. Internship Program

Congressional Washington D.C. Internship Program Overview

Congressman Burgess' internship program was established to provide students an in-depth look at the American political process by learning how various Washington DC entities formulate public policy and how other governmental agencies interact with that process. The program's objective is to provide students with insights into the policy-making process and public life by working in governmental, nonprofit and private sector placement in our nation's capital. Furthermore, the internship offers students real world experiences where they can apply their classroom learning. During the internship, students will refine their career interests, develop leadership skills and gain a deeper understanding of American politics.

Please Note: Due to limited office salary resources, there are no paid internship positions available. All interns will serve in an unpaid status. In addition, interns are responsible for their living arrangements and all living expenses during their internship.

Along with the application on the following page, please include the following:

- In an essay, please explain why you are interested in a Washington DC internship; how it will enhance your education or career goals; and the issues or policy areas that interest you. This essay should be typed, double-spaced and 1,000 words or less.
- Resume
- Official college transcript
- No more than two letters of recommendation

Type of Internship (you may check more than one of the following items):

Season	Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/>
If summer, which session	Session I: May 14 to June 22 <input type="checkbox"/> Session II: June 25 to July 27 <input type="checkbox"/> Session III: July 30 to September 7 <input type="checkbox"/>
Dates and Hours Available	

Summer Application Deadline:

Due to the demand for summer internships, *all summer session applications should be received no later than March 4*. Applications or any other seasons should be returned as soon as possible.

Submit application materials to:

Meredith Smiley
 Staff Assistant
 2241 Rayburn House Office Building
 Washington, DC 20515
 Meredith.Smiley@mail.house.gov
 (202) 225-7772
 (202) 225-2919 (fax)

E-mail submission is preferred.



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Application Form

Contact Information

Full Name	
Mailing Address	
City, State and Zip Code	
Home Phone	
Mobile Phone	
E-Mail Address	

Security Clearance Information

Social Security Number	
Date of Birth	

School Information

School Attending	
Year in School	
Major	
Minor	
Type of Degree	Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Doctoral <input type="checkbox"/>
Anticipated Graduation Date	
Overall Grade Point Average	
Will you receive school credit for your internship?	
If yes, school staff contact name and phone number	

U.S. Representative Information

Name of your U.S. Representative	
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Internship Program Agreement

Federal law requires that you agree in advance and in writing to serve without compensation, not to make any future claim for payment, and to acknowledge that your voluntary service does not constitute employment with the U.S. House of Representatives. If you understand and agree with this statement please sign and date below.

Signature

Date

Printed Name