



Congressman Michael C. Burgess, M.D.

26th Congressional District of Texas

Internship Program

Congressional District Internship Program Overview

General Responsibilities:

- Assisting with congressional events
- Special projects
- Greeting constituents
- Filing
- Additional administrative tasks
- Research
- Constituent correspondence
- Data entry
- Answering the telephone

Skills Required:

- Good communication skills
- Punctuality
- Attention to detail
- Ability to follow instructions
- Ability to complete tasks efficiently and thoroughly
- Excellent writing skills
- Solid computer skills
- Professional demeanor
- Ability to work independently

Please Note: This internship is unpaid. It may be possible to arrange academic credit from your educational institution for an internship; contact department intern coordinator for more information. After the successful completion of the internship, recommendations will be provided to interns, based on performance.

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

- In an essay, please describe why you are interested in being an intern. This essay should be typed, double-spaced and 1,000 words or less.
- Resume
- One writing sample

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

Season	Summer <input type="checkbox"/>	Fall <input type="checkbox"/>	Winter <input type="checkbox"/>	Spring <input type="checkbox"/>
Dates and Hours Available				
Office	Lewisville <input type="checkbox"/>			

Application Deadlines:

- **Summer 2013:** deadline is March 4, 2013
- **Fall 2013:** deadline is August 5, 2013
- **Winter (mid Dec 2013-mid Jan 2014):** deadline is November 4, 2013
- **Spring 2014:** deadline is December 9, 2013

Submit application materials to:

Robin Vaughan, Deputy District Director
 Office of Congressman Michael C. Burgess
 1660 S. Stemmons Freeway, Suite 230
 Lewisville, TX 75067
 Phone: (972) 434-9700
 Email: robin.vaughan@mail.house.gov



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26th Congressional District of Texas Internship Program 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	
US Citizen	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please specify status

School Information

School Attending	
School Address	
Year in School	
Major and Minor (if applicable)	
Type of Degree	High School Diploma <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Doctoral <input type="checkbox"/>
Anticipated Graduation Date	
Overall GPA. And class rank (if applicable)	
Will you receive school credit for your internship?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please include academic requirements with your application.
If yes, school staff contact name and phone number	
Honors	
Activities	

References (do not include family members or friends)

Reference One		Reference Two	
Name		Name	
Title/Organization		Title/Organization	
Relationship		Relationship	
Address		Address	
Phone		Phone	
Email		Email	

Reference Three	
Name	
Title/Organization	
Relationship	
Address	
Phone	
Email	



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Congressional District 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