



INTERNSHIP PROGRAM

The Institute's Internship Program is designed to provide interns with intimate knowledge of the legislative process, including the relationship between Congress, the public, and the private sector. During their time with The Congressional Institute, interns will gain valuable experience they can readily apply to future professions.

Internships at the Institute are available each semester and throughout the summer. Candidates for internships at The Congressional Institute must demonstrate sound writing and communication skills and should have an interest in legislative and public policy issues. A Political Science, History, Social Science, Philosophy, American Studies, Communications, English or Computer Science background is helpful.

Interns at The Congressional Institute will perform the following functions:

- Conference/seminar organization
- Database management
- Writing & editing – public policy reports, website content, publications
- General office duties
- Legislative issue research
- Website design and layout

ABOUT THE INSTITUTE

The Congressional Institute is a non-profit public policy research organization dedicated to developing a better understanding of public policy debates and the operations of the national legislature. We serve as a solutions center, facilitating discussions between policy makers and members of the public, private and academic sectors.

We organized our first conference for Members of Congress at Federal Hall in New York, site of the first Congress. We have been pleased to conduct annual conferences since then. Recent Institute activities include:

- The House Floor Procedure Manual
- *Surviving Inside Congress* Book
- Leadership Luncheons
- House Congress of Tomorrow Member Retreat
- Chiefs of Staff Retreat
- Elected Leaders Retreat

In addition to sponsoring major conferences for Members of Congress, the Institute is engaged in groundbreaking values-based research. This research is designed to produce long-term issue options for consideration by the general public and government leaders by providing important insight into the public's fundamental values on policy issues. Previous studies have examined topics such as healthcare, taxes, national vision, and the environment and can be viewed on our website under Projects > Studies.

The Congressional Institute encourages public interest and discussion on the operations of the Congress and the issues that Congress addresses. For more information, please visit our website at www.conginst.org.

NAME

COLLEGE OR UNIVERSITY

DATES ATTENDED |__|__| |__|__| to |__|__| |__|__|
MONTH YEAR MONTH YEAR

GPA _____ GRADUATION DATE _____

MAJOR 1 _____ MAJOR 2 _____

MINOR 1 _____ MINOR 2 _____

PERMANENT ADDRESS

STREET _____

CITY _____ STATE _____

COUNTRY _____ POSTAL CODE _____

CURRENT ADDRESS

STREET _____

CITY _____ STATE _____

COUNTRY _____ POSTAL CODE _____

OTHER CONTACT INFORMATION

HOME PHONE _____

MOBILE PHONE _____

E-MAIL ADDRESS _____

EMERGENCY CONTACT

NAME _____ RELATIONSHIP _____

HOME PHONE _____

WORK PHONE _____

MOBILE PHONE _____ E-MAIL _____

TERM FOR WHICH YOU ARE APPLYING

- Spring Semester
- Fall Semester
- Summer Term
- Winter Term

DATES AVAILABLE

START: __/__/__

END: __/__/__

YEAR DURING INTERNSHIP

(IF SUMMER, MARK CLASS IN THE FALL)

- Freshman
- Sophomore
- Junior
- Senior

Additional Application Information**General Eligibility Requirements**

In order for your application to be considered, you must be enrolled in an accredited college or university.

Recommendation Letters

Two letters of recommendation, or a list of references, are required. At least one letter or reference must be from a faculty member (neither should include a family member or friend). Letters may be given to the student, in a sealed envelope, to forward to The Congressional Institute, or the recommender may send the letters directly to The Congressional Institute.

Resume

Include a one page resume that outlines your educational background, honors or recognitions, work experience, activities, special skills, travel, interests, etc. If you do not have a current resume, check with your campus career center for advice on format. Please be sure to indicate any computer-related expertise, as well as prior internships and community service activities.

Writing Sample

Include a two-three page writing sample that demonstrates writing and reasoning skills. It may be on any topic; however, applicants are encouraged to submit samples related to government, congress or related issues. Class papers that are indicative of writing ability may be submitted as writing samples.

Application Components

When completed, your application should consist of the following items and be placed in the following order:

- Application form
- Resume
- Writing Sample (2-3 pages)
- Two letters of recommendation or a list of references

Secure the application and supporting documents with a staple and mail to:

Internship Coordinator
 Congressional Institute, Inc.
 1700 Diagonal Road #730
 Alexandria, VA 22314