



Congresswoman Linda T. Sánchez's Congressional Internship Program

Congresswoman Linda T. Sánchez values education and encourages students and recent graduates to actively participate in government; therefore, this program within the District Office of Congresswoman Sánchez is designed for students who want to explore a career in public service.

Job Description: Congressional Intern, District Office

Congressional district interns will work in a dynamic environment assisting with the operations of a congressional office. Duties include, but are not limited to: answering constituent calls, assisting with Federal Casework intake, creating flyers, event planning, clerical work, and other district-based projects. District interns will also have the opportunity to learn about the 38th Congressional District by shadowing Field Representatives.

Minimum Qualifications:

- Priority is given to applicants who, live, work, or go to school in the 38th Congressional District;
- Open to college and high school students, in addition to recent college graduates;
- 3.0 unweighted GPA;
- Ability to prioritize and multitask with a mature and responsible attitude;
- Candidate should demonstrate a positive attitude and commitment to excellence;
- Must have an understanding of government agencies and structure (city, county, state, and federal);
- Applicant must be detail-oriented, possess strong writing, and speaking skills;
- Proficient with Microsoft Word, Excel, Publisher, and Outlook;
- Knowledge of a foreign language is a plus.

Key Dates: Spring 2025 (January - May)

- **Program Begins:**
Monday, January 20, 2025
- **Program Ends:**
Friday, May 23, 2025

Program is flexible for students who have finals.

For more information, please email: lindasanchez.internship@mail.house.gov

*****Application Deadline: Friday, December 20, 2024*****

Applications will be accepted after the deadline, IF positions are still open.

**** Program schedule start and end dates are flexible for College students ****



**Office of Congresswoman Linda T. Sánchez
Congressional Internship Program
District Office - Whittier, CA
Spring 2025 Application**

Instructions:

To be considered you must submit this application form, a formal cover letter, and a resume.
Please respond to all questions on this application or insert a "N/A" if the field does not apply to you.

**Submit application, cover letter, and resume, via e-mail to
lindasanchez.internship@mail.house.gov
(Send only Microsoft Word or PDF documents)**

Incomplete applications will NOT be accepted.

Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

E-mail: _____

School: _____

Grade/Year: _____ City: _____

Current Unweighted Cumulative GPA: _____

Available to start: _____

Weekly Internship Schedule:

Please indicate the hours you are available each day between 9:00AM - 5:30PM.

A minimum commitment of 15 hours a week is required for the program.

Example: From 9:00 a.m. to 3:00 p.m.

Monday: From _____ to _____

Tuesday: From _____ to _____

Wednesday: From _____ to _____

Thursday: From _____ to _____

Friday: From _____ to _____

Are you available on occasional evenings or weekends for special events? Y / N

Is this your first time applying? Y/ N

References:

Please provide information for two references that are not related to you. One must be an academic reference and the second must be someone who has supervised your work/volunteer work.

1. _____
Name Years Known Daytime Phone Academic Reference

2. _____
Name Years Known Daytime Phone Work or Volunteer Supervisor

Application Checklist:

- ☐ Completed Application
- ☐ Resume
- ☐ Cover letter - One page, double spaced. Must answer the following questions:

- Why should you be selected to participate in the Internship Program?
- How do you personally connect to the 38th Congressional District and the Congresswoman's political platform?
- What local or federal issues are you interested in learning more about?

I certify that the information in this application is complete and accurate to the best of my knowledge. I am aware that any false statement may result in the disqualification for an internship position with the Office of Congresswoman Linda T. Sánchez.

Signature: _____

Date: _____