



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 Whittier, CA office of Congresswoman Sánchez is designed for students who want to explore a career in public service.

Job Description: Congressional Intern, Whittier, CA

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. Congressional district interns will also have the opportunity to learn about the 38th Congressional District by shadowing Field Representatives and about the legislative process by shadowing the office's Legislative Correspondent.

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: Fall 2025 (September - December)

Program Begins:
Monday, September 15, 2025

Program Ends:
Friday, December 19, 2025

Congresswoman Sánchez's Congressional Internship Program is flexible for students who have finals.

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

*****Application Deadline: Friday, August 15, 2025*****

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
Fall 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 a single PDF with your application, cover letter, and resume to
lindasanchez.internship@mail.house.gov

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 office 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 a professional reference.

Academic Reference:

Name	Daytime Phone	Years Known
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Professional Reference:

Name	Daytime Phone	Years Known
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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 California's 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 statements may result in the disqualification for an internship position with the Office of Congresswoman Linda T. Sánchez.

Signature: _____

Date: _____