



# 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 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. Congressional district interns will also have the opportunity to learn about the 38<sup>th</sup> Congressional District by shadowing Field Representatives.

## **Minimum Qualifications:**

- Priority is given to applicants who, live, work, or go to school in the 38<sup>th</sup> 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: Summer 2025 (June - August)**

- **Program Begins:**  
Monday, June 02, 2025
- **Program Ends:**  
Friday, August 29, 2025

**Program is flexible for students who have finals.**

For more information, please email: [lindasanchez.internship@mail.house.gov](mailto:lindasanchez.internship@mail.house.gov)

**\*\*\*Application Deadline: Wednesday, May 14, 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  
Summer 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](mailto: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 38<sup>th</sup> 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: \_\_\_\_\_