

WILLIAM M. THOMAS
22ND DISTRICT, CALIFORNIA

CHAIRMAN
COMMITTEE ON WAYS AND MEANS
JOINT COMMITTEE ON TAXATION

2208 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, DC 20515-0521
(202) 225-2915



Congress of the United States
House of Representatives
Washington, DC

DISTRICT OFFICES:
4100 EMPIRE DRIVE, SUITE 150
BAKERSFIELD, CA 93309
(661) 327-3611

SAN LUIS OBISPO, CA
(805) 549-0390

INTERNET:
www.billthomas.house.gov

Dear Intern Applicant:

Thank you for inquiring about an internship position in my office. An internship in a congressional office offers a unique working environment, which is both educational and professional.

Interns are needed for the Washington, D.C. office and the Bakersfield, California district office. College students with a minimum grade point average of 3.0 may apply for fall, winter or spring semesters/quarters. The summer internship position requires a minimum junior standing. You may also find that college credit may be available through your school and a stipend may be provided.

Attached you will find an internship application and a copy of our Intern Program Facts and Information sheet. Once you have completed the application, please send it along with your résumé, and an essay on your reasons for being interested in a congressional internship, legislative issues of interest to you, and what you expect to learn from your experience to the following address:

Summer internships
Congressman Bill Thomas
Attn: Robin Lake Foster
4100 Empire Drive, Suite 150
Bakersfield, CA 93309

Fall/winter/spring internships
Congressman Bill Thomas
Attn: Shelby Hagenauer
2208 Rayburn House Office Building
Washington, D.C. 20515

Again, thank you for your interest in an internship.

Best regards,

A handwritten signature in black ink that reads "Bill".

WILLIAM M. THOMAS
Member of Congress

Attachments

Intern Program Application

Congressman Bill Thomas
22nd Congressional District, California

Name _____ Date of Birth _____

E-mail address _____ Political Affiliation _____

Permanent Address: Street _____

City, State, & Zip code _____

Day Phone () _____ Evening Phone () _____

School Address: Street _____

City, State, & Zip code _____

Day Phone () _____ Evening Phone () _____

High School _____ Graduation Date _____

College _____ Graduation Date _____

Major _____ Minor _____ GPA _____

Internship for which you are applying:

winter _____ *spring* _____ *summer* _____ *fall* _____

Location of Internship:

Washington _____ *Bakersfield* _____

Available Dates _____

Full Time / Part Time (please indicate days of week) _____

Foreign Languages _____

Computer Skills (Please note the programs with which you have a working knowledge.)

Please list the policy issues that are of interest to you _____

In case of emergency: Parent or Family Member Contact

Name _____

Relationship to you _____

Day Phone () _____ Evening Phone () _____

Intern Program Facts and Information

Congressman Bill Thomas

22nd Congressional District, California

<http://www.billthomas.house.gov>

Congressional Accountability Act

Interns working in Congressman Bill Thomas' office perform services as part of a demonstrated educational program for congressional interns as required by the Congressional Accountability Act.

Dress Code and Office Hours

The dress code is professional; a coat and tie for men; dresses, skirts, and pantsuits are suitable for women. Office hours are Monday through Friday from 8:30 a.m. – 5:30 p.m.

General Duties and Responsibilities

Interns will have the opportunity to learn about current legislation and the operation of the United States Congress. Some of the duties for which interns will be responsible include office duties such as answering phones, sorting mail, filing, assisting in resolving constituent inquiries and working on special projects.

Employment Facts

Congressman Bill Thomas offers volunteer and paid internship positions. Applicants must have a minimum of a 3.00 grade point average and must have completed two years of college in order to be considered for the internship. A stipend of \$1,300.00 is paid for the Washington, D.C. summer program to assist with travel and lodging experiences.

References

Applicants must submit at least two references. References from professors and teachers or professionals are preferred.

Writing Sample

Applicants must submit a 250-word essay on why they wish to obtain an internship with Congressman Bill Thomas. The essay should include legislative issues of interest and what the applicant would like to gain from this experience.

Please e-mail (preferred), mail or fax the completed application along with a résumé, references and the indicated writing sample to:

Congressman Bill Thomas
Attn: Robin Lake Foster
4100 Empire Drive, Suite 150
Bakersfield, CA 93309
(661) 327-3611
(661) 631-9535 fax
robin.lake-foster@mail.house.gov