

JIM KOLBE
5TH DISTRICT, ARIZONA

COMMITTEE ON
APPROPRIATIONS

CHAIRMAN,
SUBCOMMITTEE ON
FOREIGN OPERATIONS,
EXPORT FINANCING AND
RELATED PROGRAMS

SUBCOMMITTEE ON
INTERIOR

SUBCOMMITTEE ON
COMMERCE, JUSTICE,
STATE, AND JUDICIARY



Congress of the United States
House of Representatives
Washington, DC 20515-0305

INTERN
TUCSON DISTRICT OFFICE

CORE RESPONSIBILITIES:

To assist casework staff or director of communications

QUALIFICATIONS:

- Punctual and Reliable
- Good oral and written communication skills
- Ability to work cooperatively and courteously with others
- Good organization skills
- Responsible, dependable and willing to learn

DUTIES:

- Assisting casework staff with constituent inquiries or assisting director of communications in generating and monitoring press clips.
- Answering the telephone.
- Logging constituent requests and opinions.
- Drafting constituent responses.
- Perform other duties as assigned by the intern coordinator

INTERN
WASHINGTON DC OFFICE

CORE RESPONSIBILITIES:

- To assist in performing research, drafting correspondence, processing the mail, data entry, reception duties and office errands.

QUALIFICATIONS:

- Punctual and Reliable
- Good oral and written communication skills
- Ability to work cooperatively and courteously with others
- Good organizational skills
- Responsible, dependable, and willing to learn

DUTIES:

- Perform research (CRS, Library of Congress, MIN or other available resources)
- Sort and distribute mail
- Attend committee meetings, intern conferences, and seminars as assigned
- Perform data entry
- Answer telephone
- Drafts responses to constituent inquiries
- Greet visitors, and sign for deliveries
- Perform other duties as assigned by the intern coordinator

WASHINGTON OFFICE:
2266 RAYBURN OFFICE BUILDING
WASHINGTON, DC 20515-0305
(202) 225-2642
FAX (202) 225-0378

ARIZONA OFFICES:
1661 NORTH SWAN ROAD, SUITE 112
TUCSON, AZ 85712
(520) 881-3588
Fax (520) 322-9490

77 CALLE PORTAL, SUITE B-160
SIERRA VISTA, AZ 85635
(520) 459-3115
Fax (520) 459-5419

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

**APPLICATION FOR CONGRESSIONAL INTERNSHIP
THE HONORABLE JIM KOLBE
MEMBER OF CONGRESS**

(Please Print or Type All Information)

NAME: _____

CURRENT ADDRESS: _____

PERMANENT ADDRESS: _____

TELEPHONE NUMBER: _____

IN THE EVENT OF AN EMERGENCY, NOTIFY: _____

RELATIONSHIP: _____ TELEPHONE NUMBER: _____

UNIVERSITY OR COLLEGE CURRENTLY ATTENDING: _____

CURRENT YEAR OF STUDY (CIRCLE): FR . SO JR SR GRAD

CURRENT MAJOR: _____

CURRENT GRADE POINT AVERAGE FOR ALL COLLEGE WORK: _____

CURRENT GRADE POINT AVERAGE IN MAJOR: _____

APPLYING FOR INTERNSHIP IN: WASHINGTON, DC _____
TUCSON _____
SIERRA VISTA _____

SEMESTERS FOR WHICH YOU ARE APPLYING: SPRING 20 _____
FALL 20 _____
SUMMER 20 _____

DATE YOU CAN START: _____ DATE YOU MUST FINISH: _____

PLEASE LIST ANY SKILLS AND ABILITIES YOU WOULD LIKE TO BE CONSIDERED IN THE SELECTION PROCESS:

ESSAY: ON A SEPARATE SHEET OF PAPER, PREPARE AN ESSAY OF 300 WORDS OR LESS EXAMINING TWO ISSUES YOU FEEL CONGRESS SHOULD ADDRESS AND WHY.

RETURN THIS APPLICATION, YOUR ESSAY, AND A RESUME TO:
THE HONORABLE JIM KOLBE, M.C.
ATTN: PAT KLEIN, DISTRICT DIRECTOR
1661 NORTH SWAN ROAD, SUITE 112
TUCSON, AZ 85712
(520) 881-3588