

U.S. Representative Heath Shuler

Internship Application

The responsibilities of an intern in the Washington, DC Office of Congressman Heath Shuler include, but are not limited to, assisting the legislative and administrative staff with the following tasks: answering phones, leading tours for constituents, sorting constituent mail, drafting constituent mail responses, writing legislative memos and Congressional Record statements, attending briefings, and conducting legislative research.

Intern Application Deadline: The semester long internship program is for undergraduate students only. Applicants must have completed at least one year of college to be eligible for an internship.

All applications must include at least one copy of your college transcript, a resume, and at least one letter of recommendation. Applications may be submitted by email to blakely.whilden@mail.house.gov or by fax to 202-226-6422, attention: Blakely Whilden. **The deadline for a Spring 2008 internship is November 9.** Our office will work with accepted interns to determine the dates of the semester internship based on the student's academic calendar. Applicants should note that internships offered through Congressman Shuler's office are unpaid internships.

Personal Information

Full Name:

Date of Birth:

Email Address:

School Address:

School Phone:

Cell Phone:

Permanent Address:

Permanent Phone:

Name of Parent/Guardian:

Education Information

College (name and location):

Major:

Date of Matriculation:

GPA (major):

Minor:

Expected Date of Graduation:

GPA (overall):

Please submit one brief essay (2 pages maximum) which answers the following question:

What skills, experiences, and interests would you bring as an intern in the office of Congressman Heath Shuler?