



Resume Submission Form

Please complete this form and paste your resume into the large fields on pages 3-5. When the form is complete, digitally sign and email the form to ResumeService@mail.house.gov or print, sign and fax to 202-226-6637. We will use the information provided in this form to match your profile with House office resume requests. Please note that resumes are kept on file for 90 days.

Applicant Information

Name: \_\_\_\_\_ Date of Submission: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_ Email: \_\_\_\_\_

Alt Phone Number: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

Home State: \_\_\_\_\_

- I am currently living in the Washington DC area I am willing to relocate to the Washington DC area

Please submit my attached resume (Select One):

- General Submission to Resume Bank
Open Vacancy Vacancy Number: \_\_\_\_\_ Title: \_\_\_\_\_

Applicant Information for Submission to Resume Bank

Political party preference:

- Republican Office Democratic Office No Preference

Type of position you are seeking:

- Full Time Part Time Intern

Do you have Capitol Hill experience?

- No Yes Position Title: \_\_\_\_\_

For General Submission: Select the position(s) you would like to be considered for (maximum 3 positions):

- Chief of Staff Legislative Correspondent Press Secretary
District Director Legislative Director Receptionist/Staff Assistant
Executive Assistant Office Manager System Administrator
Legislative Assistant Press Aide Other: \_\_\_\_\_

Please use this space for any additional comments you wish to make.

Please initial both of the following:

\_\_\_\_\_ I acknowledge that the House of Representatives Vacancy Announcement and Placement Service maintains strict confidentiality with House employers regarding vacancies and cannot disclose information pertaining to the vacancies or referral of applicants and as a condition of registering with the House Vacancy Announcement and Placement Service, I agree not to seek this information.

\_\_\_\_\_ I certify that all of the foregoing information that I supplied in this submission form and resume is correct and complete. I UNDERSTAND THAT ANY FALSIFICATION OR OMISSION OF ANY INFORMATION CONSTITUTES GROUNDS FOR ANY HOUSE OF REPRESENTATIVES EMPLOYER TO NOT EMPLOY ME OR TO DISMISS ME FROM EMPLOYMENT.

Offices within the United States House of Representatives are equal opportunity employers.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





