

Congresswoman Anna G. Eshoo

Internship Program

Thank you for expressing interest in an internship with Congresswoman Anna Eshoo's office. Congresswoman Eshoo is dedicated to heightening the political awareness of young people and including them in the work of her office.

We offer unpaid internships for students of at least the collegiate level in both the Washington D.C. office and the Congresswoman's District Office in Palo Alto, CA. Although we cannot offer paid internships, we will be glad to give academic credit.

Interns will assist the Staff with administrative duties (e.g. phones, copying, faxing, etc...) as well as performing substantive work (i.e. legislative research and analysis, drafting responses to constituent inquiries, and assisting staff in a variety of projects and activities). The enthusiasm and abilities of the intern will usually determine the extent of their involvement.

If you are interested in applying for an internship, please complete the attached application and submit it to our District Office. You are welcome to enclose your resume or a letter of recommendation as an optional part of your application.

If you have any questions about the internship program or the application process, please feel free to contact the Intern Coordinator in the District Office at 650-323-2984 or 408-245-2339, or in the Washington D.C. Office at 202-225-8104.

Congresswoman Anna G. Eshoo
Internship Application form

(Please type, or print legibly.)

Name: _____

Home address: _____

Phone: _____ (permanent)

_____ (school)

Email: _____

School: _____ Year in school: _____

School address: _____

Major: _____ GPA: _____

Desired Internship location: District office _____ D.C. office _____

Dates available: _____ to _____

Hours available: _____

ESSAY QUESTIONS: (All questions should be answered on a separate page.)

- 1) Please tell us your reasons for seeking an internship with Congresswoman Eshoo.
- 2) What do you think is the proper role of government in society?
- 3) What public policy issues most interest you?
- 4) For this question, assume that you are a Member of Congress. One of your most important responsibilities is responding to letters from your constituents. Select an issue of importance to you and assume that you have received a letter opposing your position on that issue.

Please draft a concise, three to four paragraph letter in response to your constituent. The letter should not be more than one page.

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(Please type, or print legibly.)

For our Files:

Do you have any word processing/ computer skills? _____

Do you have any other skills or experience that might contribute to the office? _____

Please return your completed application form and essay questions to:

Intern Coordinator
Office of Congresswoman Anna G. Eshoo
698 Emerson Street
Palo Alto, California 94301

Phone: 650-323-2984
Fax: 650-323-3498