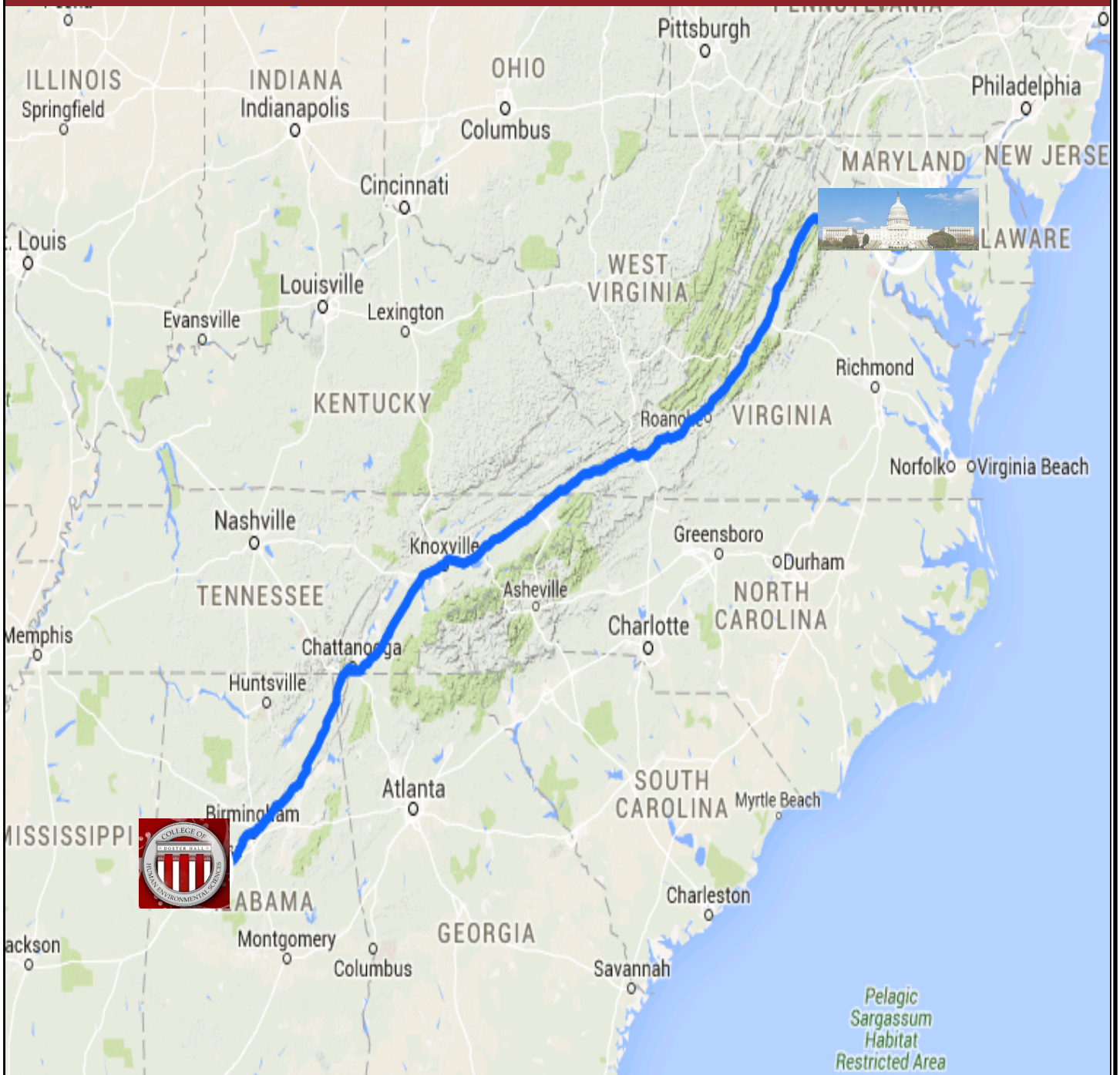


# The UA Intern's Guide to Washington, D.C.:

*Which internship, where to live, what to wear, things to do, and everything in between*



Summer/Fall 2016

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# INTERNSHIP FACTS AND FIGURES

57 : 37 =

THE RATIO OF PERCENTAGES OF STUDENTS WHO INTERNEED WITH AT LEAST ONE JOB OFFER *VERSUS* THE RATIO OF STUDENTS WHO DID NOT INTERNEED WITH AT LEAST ONE JOB OFFER

“THAT INTERNSHIPS ARE POSITIVELY CORRELATED WITH AN IMPROVED CHANCE OF GETTING A FULL-TIME JOB OFFER IS VIRTUALLY INDISPUTABLE AT THIS POINT.”

“It is clear in the broadest sense that **having an internship is positively correlated with getting a full-time job offer.**”

“The internship has become a key aspect of the employer’s recruiting process.”

“It has been shown that **graduates applying for a full-time job** prior to graduation were **far more likely** to receive a **job offer**, and to be **compensated at a higher level** in a full-time position **if they had an internship** or co-op experience.”

72.7

*= the average percentage rate at which a full-time position is offered to an intern*

“Those serving internships enjoy a distinct advantage in the job market.”

# QUESTION: WHERE SHOULD I INTERN?

Great question! The answer depends on the type of experience you are looking for, your major and, ultimately, where you want to direct your career path.

The following are internship opportunities available in these industries and settings:

- \* Communications & Public Relations
- \* Congressional Offices
- \* Federal Agencies, Commissions, & Foundations
- \* Federal Advocacy
- \* Law
- \* Think Tanks

## COMMUNICATIONS AND PUBLIC RELATIONS

**Organization:** Institute for Public Accuracy  
**Location:** 980 National Press Building NW  
**Metro stop:** Metro Center  
**About the organization:** Non-profit; seeks to increase the reach of progressive and grassroots organizations by advancing their ideas to the mainstream media  
**Responsibilities:** Monitoring current events; editing and publishing news releases; fielding press inquiries; managing website, social media accounts, and contributor blog posts; basic administrative tasks  
**Availability:** Year-round  
**Paid:** Yes  
**Who should apply:** Students interested in political campaigns  
**Contact:** [Sam Hussein](#), *Communications Director*, 202-347-0020

**Organization:** Tr3fecta Media  
**Location:** 517 Florida Avenue NW  
**Metro stop:** Shaw-Howard  
**About the organization:** Communications company that creates purposefully engaging digital experiences  
**Responsibilities:** Developing/contributing to public relations (PR) and marketing activities; scheduling advertising; monitoring account and production activities; coordinating with news media; maintaining up-to-date customer records  
**Availability:** Year-round  
**Paid:** No  
**Who should apply:** Students with an interest in live video broadcasting  
**Contact:** [Internships.com](#)

According to the Washington Post article, *Tips for Graduates Who Want to Work in Washington*, "You are better off picking a specific or individual job and going after it rather than just wandering around town asking people what you should do."

The same goes for internships. Choose the one that will get you the experience you want!

# COMMUNICATIONS & PUBLIC RELATIONS

**Organization:** Collaborative Solutions for Communities

**Location:** 1816 12th Street NW

**Metro stop:** U Street

**About the organization:** Nonprofit; provides direct services to families to increase stability and seeks to build the capacity of target communities

**Responsibilities:** Assisting with all video and photo communications—including end-to-end process from storyboarding to publishing; film and photograph in studio and field; recording desktop computer screens and actions for training videos; using stock footage to produce new videos; updating website—including the publishing of videos and touch-up still photography

**Availability:** Year-round

**Paid:** No

**Who should apply:** Students interested in videography, photography, website design

**Contact:** [Internships.com](http://Internships.com)

**Organization:** Metropolitan Washington Council of Governments

**Location:** 777 North Capitol Street NE

**Metro stop:** Union Station

**About the organization:** Nonprofit; seeks to bring together area leaders to address major regional issues in the D.C. metro area

**Responsibilities:** Managing social media accounts and blog posts; developing videos—including scripting, scheduling, distribution; preparing clips for staff and members

**Availability:** Year-round

**Paid:** Yes

**Who should apply:** Students with an interest in transportation demand management issues

**Contact:** Cover letter, resume, and writing sample to [resumes@mwkog.org](mailto:resumes@mwkog.org)

“After graduating from the University with a degree in Public Relations, I interned at a PR firm in Washington, D.C. It was evident from the beginning that my coursework in PR had greatly prepared me for my internship. Having such a strong educational background allowed me to play a vital part on multiple accounts even though I was an intern.”

—Meredith Ryals, *University of Alabama, Class of 2013*

Thanks to the skills Meredith developed during her internship, she was able to find full-time employment at a PR firm following the positive experience.

# COMMUNICATIONS / PUBLIC RELATIONS

**Organization:** Howard Consulting Group, Inc.

**Location:** 1990 M Street NW

**Metro stop:** Farragut North or DuPont Circle

**About the organization:** Bipartisan public affairs firm specializing in grassroots mobilization, third-party outreach and coalition building, crisis communications, media training and branding

**Responsibilities:** Researching client issues and target organizations; drafting press releases, materials, letters to elected officials; assisting with event logistics

**Availability:** Year-round

**Paid:** No

**Who should apply:** Students with an interest in a fast-paced, public affairs experience

**Contact:** Cover letter, resume, and writing sample to [jobs@hcgpublicaffairs.com](mailto:jobs@hcgpublicaffairs.com)

**Organization:** Melanoma Research Foundation

**Location:** 1411 K Street NW

**Metro stop:** McPherson Square

**About the organization:** Nonprofit; educates patients, caregivers and physicians about the prevention, diagnosis, treatment of melanoma; advocates for a cure

**Responsibilities:** Developing and editing content; researching; managing social media accounts

**Availability:** Year-round

**Paid:** Yes

**Who should apply:** Students interested in health communications

**Contact:** Cover letter, resume, and writing sample to [media@melanoma.org](mailto:media@melanoma.org)

**Organization:** American Telemedicine Association

**Location:** 1100 Connecticut Avenue NW

**Metro stop:** Farragut North

**About the organization:** Nonprofit; advocates for the use of advanced remote medical technologies

**Responsibilities:** Assisting with website, social media accounts management; contacting press to promote ATA, upcoming events; managing the ATA Media Partners Program—including recruitment of new partners, execution of co-marketing agreement deliverables; writing, design, quality control of promotional materials and conference programs

**Availability:** Year-round

**Paid:** Yes

**Who should apply:** Students with an interest in marketing and in-depth outreach/advocacy activities

**Contact:** Cover letter, resume, and writing sample to [Mimi Hubbard](mailto:Mimi.Hubbard@ata.org), *Director of Communications*

**Organization:** America's Promise Alliance

**Location:** 1110 Vermont Avenue NW

**Metro stop:** McPherson Square

**About the organization:** Nonprofit; seeks to improve the lives of children by raising awareness, supporting communities, and engaging in nonpartisan advocacy

**Responsibilities:** Creating calendars and contact directory for all communications professionals within the network; building key stakeholder lists of reporters, external communications professionals, high-profile personalities; identifying speaking engagement opportunities for senior staff; tracking press clips; drafting interview prep materials; managing social media accounts

**Availability:** Year-round

**Paid:** Yes

**Who should apply:** Students with an interest in advocating on behalf of children's issues

**Contact:** Cover letter, resume, and writing sample to [careers@americaspromise.org](mailto:careers@americaspromise.org)

## BE PREPARED!

When you walk into an interview—for an internship or job—be knowledgeable on the organization's mission and values. Have multiple copies of your resume available.

# COMMUNICATIONS / PUBLIC RELATIONS

**Organization:** Union of Concerned Scientists  
**Location:** 1825 K Street NW  
**Metro stop:** Farragut West  
**About the organization:** Nonprofit; seeks to direct scientific research toward solutions for pressing environmental and social problems  
**Responsibilities:** Pitching editors, reporters; monitoring science and policy news; drafting press releases; scheduling television and radio interviews; building/maintaining media contact lists; developing media strategies; assisting with event publicity, media training, PR logistics; providing operational support for media team  
**Availability:** Year-round  
**Paid:** Yes  
**Who should apply:** Students interested in progressive science issues, i.e. clean energy, global warming  
**Contact:** Cover letter, resume, and writing sample to [internship@ucsusa.org](mailto:internship@ucsusa.org)

**Organization:** PXE International  
**Location:** 4301 Connecticut Avenue NW  
**Metro stop:** Cleveland Park  
**About the organization:** Nonprofit; promotes research of and supports individuals suffering from pseudoxanthoma elasticum (PXE)  
**Responsibilities:** Managing social media accounts; developing innovative outreach strategies; administrative duties as needed  
**Availability:** Year-round  
**Paid:** No  
**Who should apply:** Students with an interest in marketing and outreach/advocacy activities, specifically in the health field  
**Contact:** [Internships.com](http://Internships.com)

**Organization:** Convergence Center for Policy Resolution  
**Location:** 1133 19th Street NW  
**Metro stop:** Farragut North  
**About the organization:** Nonprofit; seeks to convene groups with conflicting views to identify solutions and form alliances for action on critical national issues  
**Responsibilities:** Developing web content; writing copy for weekly e-newsletters; managing social media accounts; participating in interviews with stakeholders; managing databases; covering outside events/seminars; participating in weekly staff meetings; administrative duties as needed  
**Availability:** Year-round  
**Paid:** No  
**Who should apply:** Students interested in health communications  
**Contact:** Cover letter, resume, and writing sample to [Demi Edward](#), *Chief of Staff, Education Reimagined*

**Organization:** Pan American Health Organization  
**Location:** 525 23rd Street NW  
**Metro stop:** Foggy Bottom  
**About the organization:** Nonprofit; promotes technical intercountry cooperation to ensure quality healthcare for all and to fight diseases, strengthen health systems, and respond to emergencies  
**Responsibilities:** Supporting development/implementation of staff engagement, communication strategies, innovative web trends; providing support to key corporate initiatives  
**Availability:** Year-round  
**Paid:** No  
**Who should apply:** Students with an interest in global health issues  
**Contact:** Application available [here](#).

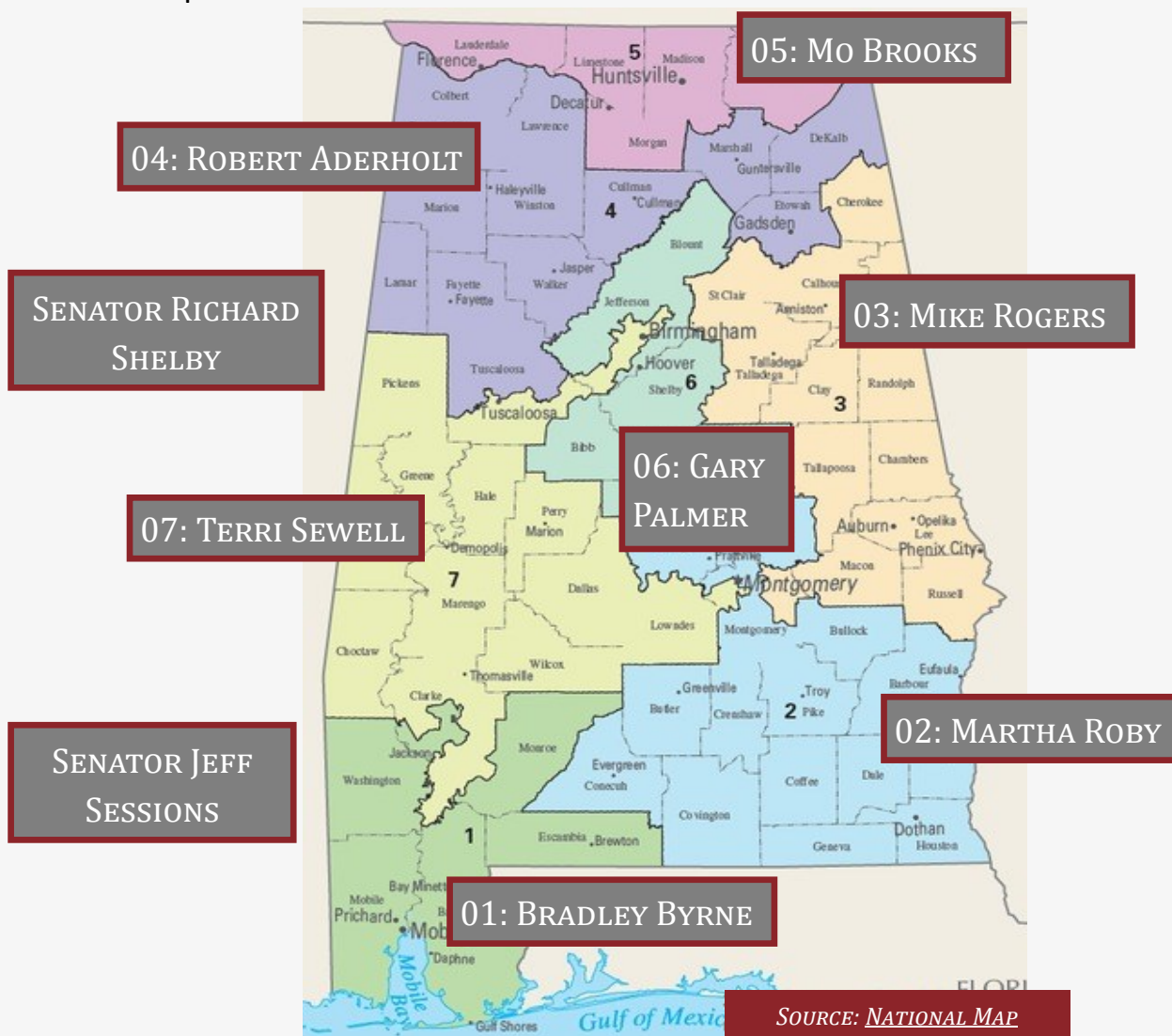
# CONGRESSIONAL

## CONGRESSIONAL

Any student interested in the legislative process and/or politics should apply for a congressional internship. These opportunities allow students to see firsthand the internal operations of the Federal government's legislative branch, while simultaneously providing real-world experience that can be applied in most any profession.

Summer internship spots are typically the most competitive; however, many offices welcome interns year-round. Responsibilities vary by office but generally include answering phones, greeting constituents, giving Capitol tours, database management, special staff projects, attending congressional hearings and briefings, and other tasks as assigned.

In Alabama, there are nine members of the U.S. Congressional delegation—two Senators and seven Representatives. Click on a Member's name below to visit their website.





# CONGRESSIONAL

**Member:** Senator Richard Shelby

**Party:** Republican

**Location:** 304 Russell Senate Office Building

**Elected:** 1986

**Legislative focus:** Small government, gun rights, a flat tax, deregulating banks, and a balanced budget amendment

**Committees:**

- ◇ *Chairman*, Full Senate Committee on Banking
- ◇ Senate Committee on Appropriations
  - ◇ *Chairman*, Commerce, Justice, Science Subcommittee
- ◇ Senate Committee on Rules

**Availability:** Summer

**Paid:** Yes

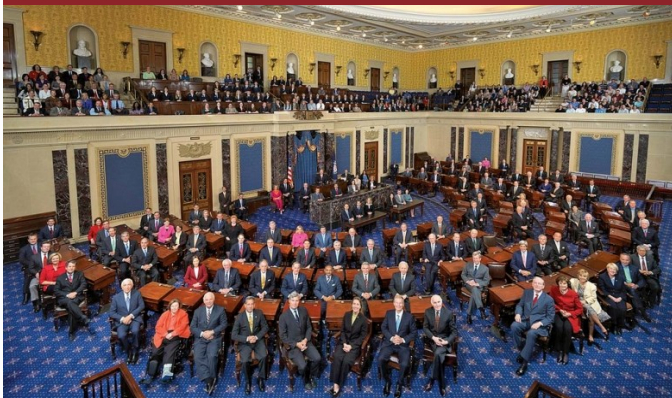
**Contact:** Inquire through the main office at 202-224-5744, or visit [Senator Shelby's website](#)



A STATUE OF HELEN KELLER AS IT APPEARS IN STATUARY HALL IN THE U.S. CAPITOL BUILDING. KELLER IS ONE OF ONLY NINE WOMEN TO BE REPRESENTED IN THE FAMED COLLECTION.



A VIEW FROM THE SENATE SIDE OF THE U.S. CAPITOL. PICTURED ABOVE IS THE OUTSIDE OF THE SENATE CHAMBER WHERE VOTES TAKE PLACE AND BELOW, THE INSIDE OF THE CHAMBER.



**Member:** Senator Jeff Sessions

**Party:** Republican

**Location:** 326 Russell Senate Office Building

**Elected:** 1997

**Legislative focus:** Small government, strong national defense, and Federal immigration enforcement

**Committees:**

- ◇ Senate Committee on Armed Services
  - ◇ *Chairman*, Strategic Forces Subcommittee
- ◇ Senate Committee on the Judiciary
- ◇ Senate Committee on the Budget
- ◇ Senate Committee on Environment and Public Works

**Availability:** Summer

**Paid:** Yes

**Contact:** Inquire through the main office at 202-224-4124, or visit [Senator Sessions' website](#)

PICTURES SOURCE: [ARCHITECT OF THE CAPITOL](#)

# CONGRESSIONAL

## The United House of Representatives: Alabama

**Member:** Representative Bradley Byrne

**District:** First

**Party:** Republican

**Major city:** Mobile

**Location:** 119 Cannon House Office Building

**Elected:** 2013

**Major issues:** Strong national defense, increased state control of educational policy

**Committees:**

- ◇ House Armed Services Committee
  - ◇ Seapower and Projection Forces Subcommittee
  - ◇ Intelligence, Emerging Threats, and Capabilities Subcommittee
- ◇ House Committee on Education and Workforce
  - ◇ Higher Education and Workforce Training Subcommittee
  - ◇ Health, Employment, Labor and Pensions Subcommittee
- ◇ House Committee on Rules

**Availability:** Year-round

**Paid:** Varies

**Contact:** Inquires can be made through the main office at 202-225-4931, or visit [Representative Byrne's website](#)

**Member:** Representative Martha Roby

**District:** Second

**Party:** Republican

**Major city:** Montgomery

**Location:** 442 Cannon House Office Building

**Elected:** 2010

**Major issues:** National defense, agriculture initiatives, and reform at the Department of Veterans Affairs

**Committees:**

- ◇ House Committee on Appropriations
  - ◇ Military Construction and Veterans Affairs, and Related Agencies Subcommittee
  - ◇ Labor, Health, and Human Services, and Education Subcommittee
  - ◇ Commerce, Justice, Science Subcommittee
- ◇ *Appointee*, House Select Committee on Benghazi

**Availability:** Year-round

**Paid:** Varies

**Contact:** Inquiries can be made through the main office at 202-225-2901, or visit [Representative Roby's website](#)



CONGRESSIONAL INTERNS WITH REPRESENTATIVE MARTHA ROBY

SOURCE: [ROBY.HOUSE.GOV](http://ROBY.HOUSE.GOV)

# CONGRESSIONAL

**Member:** Representative Mike Rogers  
**District:** Third  
**Party:** Republican  
**Major cities:** Auburn, Talladega  
**Location:** 324 Cannon House Office Building  
**Elected:** 2002  
**Legislative focus:** Agriculture, defense, first-responder issues, a strong nuclear program and border security enforcement

**Committees:**

- ◇ House Armed Services Committee
  - ◇ *Chairman*, Strategic Forces Subcommittee
  - ◇ Readiness Subcommittee
- ◇ House Committee on Agriculture
  - ◇ Commodity Exchanges, Energy, and Credit Subcommittee
  - ◇ General Farm Commodities and Risk Management Subcommittee
- ◇ House Committee Homeland Security
  - ◇ Border and Maritime Security Subcommittee
  - ◇ Transportation Security Subcommittee

**Availability:** Year-round

**Paid:** Summer

**Contact:** Inquires can be made through the main office at 202-225-3261, or visit [Representative Rogers' website](#)

**Member:** Representative Robert Aderholt  
**District:** Fourth  
**Party:** Republican  
**Major cities:** Florence  
**Location:** 225 Cannon House Office Building  
**Elected:** 1997  
**Legislative focus:** Job creation, strong immigration standards, and a robust national security

**Committees:**

- ◇ House Committee on Appropriations
  - ◇ *Chairman*, Agriculture Subcommittee
  - ◇ Defense Subcommittee

**Availability:** Year-round

**Paid:** Varies

**Contact:** Inquiries can be made through the main office at 202-225-4876, or visit [Representative Aderholt's website](#)

While still an intern, Haley was hired full-time for Congressman Rogers thanks, in part, to the experience provided to her by two Congressional internships, both of which were through Members of the Alabama delegation.

**“Interning in D.C. for a Congressman provided me invaluable experience and knowledge of the legislative process. My professors at UA taught me so much about the ins and outs of our government, but there’s no substitute for time spent as an intern. Through my internship I also found employment on Capitol Hill, where I still work today. Roll Tide!”**

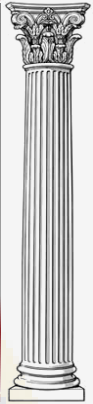
—Haley Wilson, *University of Alabama, Class of 2012*

# CONGRESSIONAL



“THE HOUSE OF REPRESENTATIVES SHALL BE COMPOSED OF MEMBERS CHOSEN EVERY SECOND YEAR BY THE PEOPLE OF THE SEVERAL STATES, AND THE ELECTORS IN EACH STATE SHALL HAVE THE QUALIFICATIONS REQUISITE FOR ELECTORS OF THE MOST NUMEROUS BRANCH OF THE STATE LEGISLATURE.”

—ARTICLE I, SECTION 2, UNITED STATES CONSTITUTION



**Member:** Representative Mo Brooks

**District:** Fifth

**Party:** Republican

**Major city:** Huntsville

**Location:** 1230 Longworth House Office Building

**Elected:** 2011

**Legislative focus:** Missile defense, space exploration, social issues

**Committees:**

- ◇ House Armed Services Committee
  - ◇ Strategic Forces Subcommittee
  - ◇ Emerging Threats and Capabilities Subcommittee
- ◇ House Committee on Science, Space and Technology
  - ◇ *Vice Chairman*, Subcommittee on Space
  - ◇ Subcommittee on Energy
- ◇ House Committee Foreign Affairs
  - ◇ Europe, Eurasia, and Emerging Threats Subcommittee
  - ◇ Asia and the Pacific Subcommittee

**Availability:** Year-round

**Paid:** No

**Contact:** Inquires can be made through the main office at 202-225-4801, or visit [Representative Brooks' website](#)

**Member:** Representative Gary Palmer

**District:** Sixth

**Party:** Republican

**Major city:** Birmingham

**Location:** 206 Cannon House Office Building

**Elected:** 2014

**Legislative focus:** Reducing the national debt, regulatory and healthcare reform

**Committees:**

- ◇ House Committee on the Budget
- ◇ House Committee on Oversight and Government Reform
  - ◇ Subcommittee on the Interior
- ◇ House Committee on Science, Space, and Technology
  - ◇ Subcommittee on Research and Technology
  - ◇ Subcommittee on the Environment

**Availability:** Year-round

**Paid:** Varies

**Contact:** Inquiries can be made through the main office at 202-225-4921, or visit [Representative Palmer's website](#)

## DID YOU KNOW?

The columns shown above are examples of Corinthian columns and can be found in several buildings on the Capital grounds—including the Capitol itself, the Supreme Court, and the Russell and Cannon Office Buildings.

# CONGRESSIONAL

**Member:** Representative Terri Sewell

**District:** Seventh

**Party:** Democrat

**Major cities:** Tuscaloosa

**Location:** 1133 Longworth House Office Building

**Elected:** 2010

**Legislative focus:** Job creation, workforce development, skills training, civil and voting rights

**Committees:**

- ◇ House Committee on Financial Services
  - ◇ Capital Markets and Government-Sponsored Enterprises Subcommittee
  - ◇ Domestic and International Monetary Policy and Trade Subcommittee
- ◇ House Permanent Select Committee on Intelligence
  - ◇ *Ranking Member*, Department of Defense and Overhead Architecture Subcommittee
  - ◇ Technical and Tactical Intelligence Subcommittee
  - ◇ Transportation Security Subcommittee

**Availability:** Year-round

**Paid:** Varies

**Contact:** Inquires can be made through the main office at 202-225-2665, or visit [Representative Sewell's website](#)

## DID YOU KNOW?

The University of Alabama's Tuscaloosa campus falls entirely within Alabama's 7th Congressional District and is represented by the delegation's only Democrat, Terri Sewell.

\*\*\*\*\*

*Representative Sewell is the first black woman ever to serve in the U.S. Congressional Delegation from Alabama.*

### CONGRESSIONAL INTERNS WITH REPRESENTATIVE TERRI SEWELL



SOURCE: [SEWELL.HOUSE.GOV](#)

# FEDERAL AGENCIES, COMMISSIONS, & FOUNDATIONS

Over 100 Federal agencies exist under the auspices of the United States Government, with generally all providing opportunities for students. With so many options, it is likely that no matter what your interest is, you will be able to find a position that fits your needs at one of the agencies.

Below is a brief but diverse selection from five well-known Federal agencies and the internships offered through them.

## FEDERAL AGENCIES, COMMISSIONS, & FOUNDATIONS

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**Agency:** Central Intelligence Agency (CIA)

**Director:** John Brennan

**Mission statement:** "Preempt threats and further U.S. national security objectives by collecting intelligence that matters, producing objective all-source analysis, conducting effective cover action as directed by the President, and safeguarding the secrets that help keep our Nation safe." (Source: [Central Intelligence Agency](#))



**Location:** 1000 Colonial Farm Road, McLean, VA (Langley)

**Metro stop:** McLean

**Availability:** Summer

**Agency internships:**

### ◇ FINANCE RESOURCE OFFICER

- **Responsibilities:** Analyzing and processing of financial transactions; ensuring financial integrity of the Agency's funds
- **Minimum requirements:** Full-time student at four-year institution; business or business-related major working to or completed three accounting courses with a grade of B or better; 3.0 GPA
- **Who should apply:** Students interested in finance with a special focus on financial transactions
- **Paid:** Yes

### ◇ ANALYSIS

- **Responsibilities:** Researching, analyzing, writing, briefing on international political, military, economic, and leadership development (*liberal arts majors*); analyzing and providing written and oral assessments on national security issues, applying scientific and technical knowledge to solving intelligence problems (*engineering, science, or related-technical degree majors*)
- **Minimum requirements:** Full-time student majoring in international affairs, political science, economics, geography, physical sciences, or engineering; 3.0 GPA
- **Who should apply:** Students interested in analyzing policy issues, especially those with a desire for future employment at the agency
- **Paid:** No

# FEDERAL AGENCIES, COMMISSIONS, & FOUNDATIONS

## ◇ DIRECTORATE OF OPERATIONS

- Responsibilities: Facilitating the collection and dissemination of foreign intelligence used by U.S. national security, defense, and foreign policy officials, and intelligence analysts
- Minimum requirements: Full-time student at four-year institution; 3.0 GPA at time of application and maintenance throughout; anticipated graduation semester of Spring 2019
- Who should apply: Students interested in foreign affairs and national security issues, especially those with a strong commitment to serving national interests and pursuing a related career upon graduation
- Paid: Yes

## ◇ COMPUTER SCIENCE & ENGINEERING

- Responsibilities: Providing quick technical solutions to unique communications requirements that include the application and/or modification of both proprietary and commercial hardware and software; documenting analysis, fabrication, and testing of solutions
- Minimum requirements: Enrollment in a Computer Science, Expert Systems, Hardware/Software, Networking, Programming, or Systems Analysis program; 3.0 GPA
- Who should apply: Students on a definitive computer science and/or engineering career path
- Paid: No

## ◇ CYBERSECURITY

- Responsibilities: Participating in the development and deployment of mission-critical systems; analyzing existing and future systems; developing engineering solutions; applying security risk assessment methodology; conducting forensic analysis; assessing and mitigating threats and risks; validating security requirements
- Minimum requirements: Graduate or undergraduate degree students enrolled at an accredited college or university majoring in information assurance, computer science, mathematics, computer engineering, or other related technical fields; one year of associated in-depth information assurance class work or relevant work experience; 3.0 GPA
- Who should apply: Self-motivating students with a track record of progressively responsible information assurance experience
- Paid: Yes

### DID YOU KNOW?

The cybersecurity industry is growing rapidly in response to increased threats from criminals around the world, and with it, so is the demand for industry professionals.

In February of 2012, the CIA itself was a victim when a malicious user crashed one of their websites.

*Source: [Federal Communications Commission](#)*

# FEDERAL AGENCIES, COMMISSIONS, & FOUNDATIONS

## ◇ DATA SCIENCE

- **Responsibilities:** Working with advanced hardware and software to create/develop algorithms, statistical methods, or software tools that find patterns and relationships in mass data sets
- **Minimum requirements:** Full-time undergraduate student; strong abilities to lead, think creatively, work independently and on a team, and to effectively communicate; 3.0 GPA
- **Who should apply:** Technically-savvy students with a passion for creating data-driven solutions to complex national problems
- **Paid:** No

**According to a report from the McKinsey Global Institute, “The amount of data in our world has been exploding, and analyzing large data sets—so-called big data—will become a key basis of competition, underpinning new waves of productivity growth, innovation, and consumer surplus.”**

---

Source: *Big data: The next frontier for innovation, competition, and productivity*

## ◇ ENGINEERING

- **Responsibilities:** Developing quick turn-around solutions that require the application and/or modification of hardware and software; working in a research and development-driven environment focused on identifying new materials, technologies and techniques for integration into existing business areas; designing, fabricating, and assembling all forms of mechanical devices from initial concept to completion and customization of commercial products; providing after-market services
- **Minimum requirements:** Enrollment in a biometrics, information networking, mathematics, or computer science program, or engineering program in the fields of aeronautics/aerospace, computers, electronics, mechanical, program management, or systems programs; 3.0 GPA
- **Who should apply:** Highly-motivated, creative students with interpersonal and team knowledge interested in helping solve intelligence problems
- **Paid:** No

## ◇ FACILITIES SERVICES

- **Responsibilities:** Working in partnership with customers to provide them tailored products/services for facilities at competitive prices; creating safe, secure, and functional work environments to support Agency global intelligence; participating in procurement activities; general administrative duties as needed
- **Minimum requirements:** Obtaining a four, five, or six-year degree in civil, electrical, mechanical, or industrial engineering, or architecture, construction, facilities or hotel/restaurant management, or food science with two years of a four-year degree in one of the programs listed already completed
- **Who should apply:** Students interested in facilities management who are able to work under limited supervision and in a fast-paced environment
- **Paid:** Yes



# FEDERAL AGENCIES, COMMISSIONS, & FOUNDATIONS

## ◇ CARTOGRAPHER, EDITOR, GRAPHIC, OR INTERACTIVE DESIGNER

- Responsibilities: Researching, designing, and producing thematic and reference maps in support of CIA finished intelligence (*cartographer*); editing, creating and processing text/graphic products for mobile, web, and hardcopy dissemination (*editor*); conceptualizing, designing, and producing visual solutions (*graphic/interactive designer*)
- Minimum requirements: Full-time student majoring in geography, geo-science, graphic or interactive design, English, journalism, or communications with one full year already completed; 3.0 GPA
- Who should apply: Students interested in technical design and/or editing and conceptualizing visuals
- Paid: No

## ◇ HUMAN RESOURCES

- Responsibilities: Cultivating and employing strong customer service skills; supporting human resource officers in providing an array of information, guidance, and assistance to internal employees; duties can range from policy development to curriculum development to program management to customer service
- Minimum requirements: Enrollment in a Bachelor's degree program in human resources management, business administration, psychology, communication or other related fields; 3.0 GPA
- Who should apply: Students interested in data analysis, research, and critical thinking
- Paid: No

## ◇ INFORMATION MANAGEMENT

- Responsibilities: Supporting CIA's Records and Information Management and Information Review and Release Programs
- Minimum requirements: Full-time student pursuing a Bachelor's degree in information management, data science, political science, public policy, law, history, philosophy, international relations, business, or other related studies with one full year already completed; 3.0 GPA
- Who should apply: Students interested in national security policy and maintaining its integrity, who have a passion for learning coupled with a desire to advance the Agency's information management mission
- Paid: No

## ◇ INFORMATION TECHNOLOGY — APPLICATIONS DEVELOPER

- Responsibilities: Analyzing, developing, and deploying innovative information/software systems; enhancing the Agency's intelligence collection, production, and dissemination capabilities
- Minimum requirements: Undergraduate major in electrical or computer engineering, computer science, or a related information technology (IT) engineering discipline; working knowledge of network topologies and protocols; 3.0 GPA
- Who should apply: IT-focused students interested in enhancing their skills in a variety of operating systems and technologies (ex. Java, Microsoft Office, Lotus Notes, WebLogic)
- Paid: Yes

# FEDERAL AGENCIES, COMMISSIONS, & FOUNDATIONS

## ◇ INFORMATION TECHNOLOGY — COMPUTER ENGINEER

- **Responsibilities:** Participating in design of enterprise desktop computing solutions; engineering collaborative solutions; introducing state-of-the-art technologies into the corporate baseline
- **Minimum requirements:** Enrollment in an electrical or computer engineering, computer science, or related IT discipline; computer proficiency; working knowledge of network topologies and protocols
- **Who should apply:** IT-focused students interested in enhancing their knowledge of a range of communications technologies, computing platforms, and network systems in a diverse, technically-challenging environment
- **Paid:** Yes

## ◇ INFORMATION TECHNOLOGY — NETWORK ENGINEER

- **Responsibilities:** Designing, developing, and implementing new network architectures and enhancements to Agency networks; integrating hardware and software; analysis; testing; project documentation, and problem resolution; participating in engineering reviews, staff meetings, etc.
- **Minimum requirements:** Undergraduate major in electrical or computer engineering, computer science, or a related information technology (IT) engineering discipline; computer proficiency; working knowledge of network topologies and protocols; 3.0 GPA
- **Who should apply:** IT-focused students interested in enhancing their knowledge of a range of communications technologies, network systems, and certifications
- **Paid:** Yes

According to a 2016 study from the Government Accountability Office, the Federal government is spending the majority of funds budgeted for information technology management on operations and maintenance (O&M) investments. O&M investments refer to “the expenses required to operate and maintain an IT asset in a production environment.”

**In other words, an immense amount of money is being spent on mismanaged efforts that contribute little, if anything at all, to the government’s mission-related outcomes.**

**With such significant room for improvement, the demand for IT professionals capable of guiding capital in useful ways will only continue to increase.**

Source: [Federal Agencies Need to Address Aging Legacy Systems](#)

# FEDERAL AGENCIES, COMMISSIONS, & FOUNDATIONS

## ◇ LOGISTICS & SUPPLY CHAIN MANAGEMENT

- **Responsibilities:** Managing and executing procurement, shipping, and receiving processes that support the U.S. intelligence mission; implementing logistics processes by leveraging existing networks and expanding others, anticipating missions needs and requirements, offering alternatives/advice; evaluating, redesigning, and implementing logistics for mission support; participating in process reviews, staff meetings, etc.
- **Minimum requirements:** Full-time student enrolled in four or five-year college majoring in business administration or management, logistics and materials management, logistics, transportation and supply chain management, engineering - industrial, operations management focus; 3.0 GPA
- **Who should apply:** Students in a logistics, transportation, or business– related major who are self-starters able to work under minimum supervision in a fast-paced environment
- **Paid:** Yes

## ◇ OPEN SOURCE/FOREIGN MEDIA ANALYSIS

- **Responsibilities:** Applying foreign language and subject matter expertise to review and assess public information in the foreign arena; developing and applying in-depth knowledge of a broad range of public information to identify trends, patterns, and subtle relationships; managing the collection and analysis of open sources by foreign national staff and contractors both domestically and abroad
- **Minimum requirements:** Full-time students pursuing or accepted into a Bachelor's program in any area of study; 3.0 GPA
- **Who should apply:** Students with a strong interest in foreign affairs and media outlets who possess a proven ability to solve problems creatively; reading proficiency in a foreign language
- **Paid:** No

**To apply, and for more information on the opportunities listed, visit the [Central Intelligence Agency website](#).**

# FEDERAL AGENCIES, COMMISSIONS, & FOUNDATIONS

**Agency:** National Institutes of Health (NIH)

**Director:** Francis Collins

**Mission statement:** "NIH's mission is to seek fundamental knowledge about the nature and behavior of living systems and the application of that knowledge to enhance health, lengthen life, and reduce illness and disability."

(Source: [National Institutes of Health](#))

**Location:** 31 Center Drive, Bethesda, MD

**Metro stop:** Medical Center Metro/Naval Medical Center/NIH

**Internship:** Biomedical Engineering Summer Internship Program (BESIP)

**Availability:** Summer

**About the internship:** The Biomedical Engineering Summer Internship (BESIP) is for undergraduate biomedical engineering students who have completed their junior year of college. The 10 week program will allow rising senior bioengineering students to participate in cutting edge biomedical research projects under the mentorship of world-class scientists in NIH laboratories in Bethesda, MD.

**Minimum requirements:** Undergraduate student with at least three years in a biomedical engineering or bioengineering degree program by the beginning of summer 2016; applicant must have at least one term remaining for degree completion

**Responsibilities:** Participating in group meetings; attending planned lectures; visiting laboratories; submitting posters for NIH Poster Day

**Who should apply:** Students on a chemical/biological engineering undergraduate degree track, especially those interested in pursuing a future career in medicine or an advanced biomedical engineering degree (*offered at the University of Alabama at Birmingham*)

**Paid:** Yes



## THE BESIP EXPERIENCE

2015 INTERNS



SOURCE: [NATIONAL INSTITUTES OF HEALTH](#)

# FEDERAL AGENCIES, COMMISSIONS, & FOUNDATIONS

Below are the BESIP 2016 project topics to serve as references for the main focuses on this particular NIH internship. Any student who applies for the BESIP and is not selected is eligible to have their application released for viewing by NIH staff with the potential for entering the agency's general summer internship program.

## 2016 BESIP PROJECT TOPICS

- Section on Quantitative Imaging and Tissue Sciences
- Radioimmune & Inorganic Chemistry Section
- Laboratory of Molecular Imaging and Nanomedicine
- Magnetoencephalography Core Facility
- Functional and Applied Biomechanics Section— Rehabilitation Medicine Department:
  1. Investigate mechanisms underlying normal and abnormal motor control and to design devices and/or interventions to improve motor function in children and adults with physical disabilities as a result of brain injuries
  2. Investigate mechanisms underlying normal and abnormal motor control and to design devices and interventions to improve motor function in individuals with physical disabilities
  3. Musculoskeletal shape modeling either of the patellofemoral joint or of the shoulder joint as part of the Virtual Functional Anatomy Initiative
- Developmental Neurobiology Section
- Biomechanics and Virtual Reality Laboratories, Research & Development Section, Department of Rehabilitation
- Nanoinstrumentation and Force Spectroscopy Section, Laboratory of Cellular Imaging and Macromolecular Biophysics:
  1. Laboratory of Malaria Immunology and Vaccinology
  2. Laboratory of Cell Biology
- Human Motor Control Section
- Brain Imaging and Modeling Section Voice, Speech and Language Branch
- Epithelial Systems Biology Laboratory
- Laboratory of Molecular Biophysics, Optical Spectroscopy Section
- Physics Group, Department of Radiology and Imaging Sciences
- Computational Bioscience and Engineering Laboratory
  1. Division of Computational Bioscience
  2. Office of Intramural Research
- Laboratory of Cell Biology, Center for Cancer Research
- Microfabrication and Microfluidics Unit, Biomedical Engineering and Physical Science Shared Resource
- Synthetic Bioactive Molecules Section, Laboratory of Bioorganic Chemistry
- Health Behavior Branch
- Occupational Therapy
- Biophysics Section and Electron Microscopy Core, Laboratory of Cell Biology
- Imaging Biomarkers and Computer-Aided Diagnosis Laboratory
- Cellular and Molecular Biology Section
- Imaging Physics Section, Laboratory of Cardiac Energetics
- NIH Center for Interventional Oncology and Chief, Interventional Radiology Section

**To apply, or for more information,  
visit the [NIH website](#).**

# FEDERAL AGENCIES, COMMISSIONS, & FOUNDATIONS

**Agency:** National Science Foundation (NSF)

**Director:** France Cordova

**Mission statement:** “To promote the progress of science; to advance the national health, prosperity, and welfare; and to secure the national defense; and for other purposes.”  
(Source: [National Science Foundation](#))

**Location:** 4201 Wilson Boulevard, Arlington, VA

**Metro stop:** Ballston

**Availability:** Year-round

**Internship:** Summer Scholars

**About the program:** The mission of the program is to develop undergraduate and graduate student potential through exposure to relevant science and engineering policy, research and education issues and programs; and to encourage students to earn graduate degrees and pursue careers in science, technology, engineering, and mathematics (STEM) fields.

Undergraduate and graduate students come to the NSF for a ten week summer experience. NSF currently offers limited summer internships through the following organizations:

◇ HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES NATIONAL INTERNSHIP PROGRAM (HNIP)

- **Responsibilities:** Completing and analyzing research; speechwriting; auditing; performing land surveys; creating web pages; conducting community health surveys; developing outreach strategies for underserved populations
- **Minimum requirements:** Students enrolled in a degree-seeking program (certificate programs not accepted) who have completed their freshman year prior to beginning the internship; 3.0 GPA
- **Who should apply:** Students interested in STEM fields
- **Paid:** Yes



## HNIP

Since 1992, HNIP has placed over 10,000 college students in internships that match their goals. Interns have enhanced their professional skills through placements in departments of public affairs, accounting, human resources and information technology, as well as laboratories, hospitals, airports, and national forests and parks, among others.

Participating agencies and corporations hope to increase diversity in their workforce by providing these internships to high-achieving Hispanic students. This creates a pipeline of future employees who have had positive and meaningful work experience.

Source: [Hispanic Association of Colleges & Universities](#)



According to a recent article from *Business Insider*, President Obama offered the following advice for prospective interns:

**“Worry less about what you want to be and more about what you want to do.”**

Source: [Business Insider](#)

# FEDERAL AGENCIES, COMMISSIONS, & FOUNDATIONS

## ◇ QUALITY EDUCATION FOR MINORITIES INTERNSHIP PROGRAM

- **Responsibilities:** Working under the guidance of NSF program officers and staff to implement science policies; managing STEM-focused programs; library/archive-based research projects as assigned by mentors; completing individual development plan; writing midterm and final reports regarding their accomplishments and impressions of the experience
- **Minimum requirements:** Students majoring in mathematics, science (life or physical sciences; computer science; behavioral sciences; or social sciences), technology, or engineering who have completed at least two years by the internship start date; graduating seniors must have already been accepted to graduate school the following fall
- **Who should apply:** Students whose studies are focused on a science curriculum and who are interested in gaining experience in managing STEM-focused programs and developing science policies
- **Paid:** Yes

The *National Association of Colleges and Employers* released their annual internship survey in May 2016, which includes responses from employers who offer internships. Useful findings from the report included:

- ◆ Employers typically begin recruiting interns eight months prior the prescribed start date
- ◆ Interns are most widely recruited from open application processes
- ◆ The most widely used criteria to determine acceptance by employers is the applicant's major, followed by their GPA and leadership experience

*(Source: NACE Internship and Co-op Survey 2016 Executive Summary)*

## ◇ WASHINGTON INTERNSHIPS FOR NATIVE STUDENTS (WINS)

- **Responsibilities:** Vary depending on placement at federal agency, private firm, or community organization and includes relevant academic courses at American University in the evenings
- **Minimum requirements:** American Indian, Alaska Native, and Native Hawaiian (AI/AN/NH) student enrolled in a college or university who have completed at least three of four semesters of their sophomore year
- **Who should apply:** AI/AN/NH students seeking an intensive, academically-supervised experience who are interested in making community connections
- **Paid:** Yes

To apply, or for more information on the internships listed above, visit the [NSF's website](#).

# FEDERAL AGENCIES, COMMISSIONS, & FOUNDATIONS

**Agency:** Equal Employment Opportunity Commission

**Chair:** Jenny Yang

**Mission statement:** “Preventing employment discrimination from occurring in the workplace in the first place is preferable to remedying the consequences of discrimination. EEOC is committed to providing training and technical assistance, outreach and education programs to assist employers, employees and stakeholder groups understand and prevent discrimination. We believe that discrimination can be averted if companies, federal agencies and individuals know their legal rights and responsibilities.” (Source: [Equal Employment Opportunity Commission](#))



**Location:** 131 M Street NE

**Metro stop:** NOMA/Gallaudet University/New York Avenue

**Availability:** Year-round

**Agency internships:**

## ◇ OFFICE OF THE CHAIR

- **Responsibilities:** Conducting research; preparing memorandums on a range of issues that fall under federal statutes; assisting in review and research of documents presented for approval by the Chair—including, policy guidance, litigation recommendations, and amicus briefs; drafting talking points; preparing for Commission meetings  
**Minimum requirements:** Law students who have reached at least their second year of law school
- **Who should apply:** Students with a demonstrated committed interest to civil rights issues and/or employment or public interest law who have strong legal research and writing skills
- **Paid:** No



EEOC Chair since 2014,  
Ms. Jenny Yang

## ◇ OFFICE OF COMMISSIONER CHARLOTTE BURROWS

- **Responsibilities:** Conducting research; preparing memorandums on a range of issues that fall under federal statutes; assisting in review, research, and revision of documents presented for approval by the Commissioner—including, policy guidance, litigation recommendations, and federal appellate cases, amicus briefs, subpoena determination; drafting talking points; preparing for Commission meetings  
**Minimum requirements:** Enrollment in law school
- **Who should apply:** Students with a demonstrated committed interest to civil rights issues and/or employment or public interest law who have strong legal research and writing skills
- **Paid:** No



# FEDERAL AGENCIES, COMMISSIONS, & FOUNDATIONS

## ◇ OFFICE OF LEGAL COUNSEL

- Responsibilities: Vary depending on placement in one of three programs; drafting regulations and policy documents that interpret federal antidiscrimination laws in the workplace, ensuring consistency and eliminating duplication in coordination with other agencies (**Coordination and Guidance Program**); defending all EEOC litigation brought by third parties, drafting regulation and guidance for the Commission, providing legal advice on topics—including ethics, administrative and fiscal law, and procurement (**Advice and External Litigation Division**); overseeing compliance with the Freedom of Information Act (FOIA) legal and reporting requirements, responding to requests for information from the public, and maintaining the agency’s FOIA regulations and policy (**Freedom of Information Act Program**)  
Minimum requirements: Enrollment in law school
- Who should apply: Current law students with strong legal research, analysis and writing skills who have a demonstrated interest in civil rights and employment law and plan to pursue a legal career following graduation
- Paid: No

## ◇ OFFICE OF GENERAL COUNSEL

- Responsibilities: Vary depending on placement in one of four units; practicing in the federal appeals courts, handling all appeals cases brought by the agency in federal court and filing briefs as amicus curiae in appeals that raise important legal issues relating to the role of the Commission (**Appellate Service Attorneys**); defending suits in federal courts brought against the Commission by Commission employees regarding discrimination (**Defensive Litigation Attorneys**); reviewing and evaluating cases that the EEOC’s district offices recommend for litigation (**Litigation Advisory Service Attorneys**); overseeing district offices’ litigation and assisting those offices in finding experts, reviewing settlement offers and addressing substantive legal issues (**Litigation Management Services Attorneys**)
- Minimum requirements: Enrollment in law school
- Who should apply: Current law students with strong legal research, analysis and writing skills who have a demonstrated interest in civil rights and employment law and plan to pursue a legal career following graduation
- Paid: Not known

## ◇ OFFICE OF FIELD PROGRAMS

- Responsibilities: Assisting Outreach and Training Coordinator with projects that include reviewing and assembling materials, entering and tracking data on nationwide outreach events; designing and collaborating on training materials, publications, manuals, etc.
- Minimum requirements: Creative design experience; 3.0 GPA
- Who should apply: Students with an interest in public policy and creative design who are extremely proficient in Microsoft Office and have strong writing, communication, and organization skills
- Paid: No

# FEDERAL AGENCIES, COMMISSIONS, & FOUNDATIONS

## ◇ OFFICE OF THE CHIEF HUMAN CAPITAL OFFICER

- **Responsibilities:** Assisting in the creation and maintenance of diversity and inclusion pages for the National Diversity Council; updating standard operating procedures; researching diversity best practices
- **Minimum requirements:** A graduate student or undergraduate who is currently a sophomore
- **Who should apply:** Students with knowledge or interest in human resources, diversity, equal employment, statistics, website and database design and support, social science research and who are willing to learn how their skills may be relevant in advanced topics in federal anti-discrimination laws
- **Paid:** Not known

## ◇ OFFICE OF EQUAL OPPORTUNITY

- **Responsibilities:** Assisting in the investigation of EEO complaints filed by applicants and current or former employees; conducting research; drafting final decisions; preparing legal memoranda and case summaries; responding to Congressional inquiries
- **Minimum requirements:** Enrollment in law school
- **Who should apply:** Students with strong analytical, research and writing skills accompanied with a sincere interest in discrimination, civil rights and/or public interest law
- **Paid:** No

**To apply, or for more information on internships offered through the United States Equal Employment Opportunity Commission visit their [website](#).**

**Agency:** National Endowment for the Arts

**Chair:** Jane Chu

**Mission statement:** “Through partnerships with state art agencies, local leaders, other federal agencies, and the philanthropic sector, the NEA supports arts learning, affirms and celebrates America’s rich and diverse cultural heritage, and extends its work to promote equal access to the arts in every community across America.”

(Source: [National Endowment for the Arts](#))

**Location:** 400 7th Street SW

**Metro stop:** L’Enfant Plaza

**Availability:** Year-round

**Responsibilities:** Assisting staff with tasks related to the award process of Federal grants; attending meetings of advisory panels; developing a working knowledge of arts activities nationwide

**Minimum requirements:** None

**Who should apply:** Students with a sincere interest in the arts who would like to learn about the Federal grant process

**Paid:** No

**Contact:** Cover letter including availability, areas of interest and if academic credit will be earned to [Anita Green](#), Intern Coordinator



# ADVOCACY

A popular career destination in Washington is the private sector. Staff from various sectors of the Federal government often make the transition after years of public service, once they have made the connections necessary to be a successful advocate and fundraiser.

Get a head start on the highly-sought after experience with one of the firms or committees below. Both firms listed have a number of clients in Alabama, ranging from county commissions to defense contractors to the University itself.

## ADVOCACY

**Organization:** Balch & Bingham, LLP

**Managing Director:** Bill Stiers (Washington, D.C. office)

**About the company:** A full-service law and lobbying firm, the company's Washington, D.C. office is the headquarters for its Federal Governmental Affairs practice where it specializes in providing legislative and regulatory counsel, general government affairs services, and political support for a range of clients

### DID YOU KNOW?

THE TERM **LOBBYIST** CAN SOMETIMES BE A 'BAD WORD' IN WASHINGTON.

"There is a great deal of myth and misperception about what public policy advocacy entails and the important role it plays in the democratic process."

**Location:** 601 Pennsylvania Avenue NW, Suite 825 South

**Metro stop:** Archives

**Availability:** Summer

**Responsibilities:** Vary based on internship

**Minimum requirements:** Vary based on internship

**Who should apply:** Students interested in political science and the legislative process who would like to gain experience in a fast-paced environment with the opportunity to work with influential stakeholders in a variety of industries and clients, including several based in Alabama

**Paid:** Yes

**Contact:** [Barrie Wilson](#), Director of Legal Recruiting

**"SOME TRACE LOBBYING BACK TO THE GARDEN OF EDEN AND SUGGEST THAT IT IS, IN FACT, THE OLDEST PROFESSION. AFTER ALL, THE SERPENT PERSUADED EVE TO EAT THE FORBIDDEN FRUIT, BY PORTRAYING KNOWLEDGE GAINED FROM THE APPLE AS A VIRTUE RATHER THAN A VICE."**

Source: [Lobbying is an honorable profession](#)

# ADVOCACY

**Organization:** Van Scoyoc Associates

**President:** Stu Van Scoyoc

**About the company:** A full-time government affairs firm with a diverse range of practice areas and clients including local municipalities, major corporations, philanthropic organizations, and universities across the country

**Location:** 101 Constitution Avenue NW

**Metro stop:** Judiciary Square

**Availability:** Summer

**Responsibilities:** Vary based on internship

**Minimum requirements:** Enrollment in an undergraduate, graduate, or another advanced education program (ex. law student)

**Who should apply:** Students interested in political science and the legislative process who would like to gain experience in a fast-paced environment with the opportunity to work on the behalf of a variety of industries and clients

**Paid:** Yes

**Contact:** Inquire through the office at 202-638-1950

“Working at the D.C. lobbying firm, Van Scoyoc Associates, shaped both how I view the political system and my personal career path.

The internship offered an inside look into the advocacy and influence that lies in the private lobby sector.

It facilitated an excitement for the legislative process, but also a deeper understanding of how Alabama corporations and constituents are affected by decisions made on the Hill.”

—Margaret Reiney, *University of Alabama School of Law, 2018 J.D. Candidate*

Pictured below, a view of the Capitol from the rooftop of Van Scoyoc’s offices at 101 Constitution Avenue.



# ADVOCACY

**Organization:** Democratic National Committee

**Chair:** Representative Debbie Wasserman Schultz (FL)

**About the party:** “There are several core beliefs that tie our party together: Democrats believe that we're greater together than we are on our own—that this country succeeds when everyone gets a fair shot, everyone does their fair share, and everyone plays by the same rules. Our party, led by President Obama, is focused on building an economy that lifts up all Americans, not just those at the top.

That's why Democrats are working to make progress on issues like job creation, equal pay, education, health care, and clean energy.”

(Source: [Democrats.org](http://Democrats.org))

**Location:** 430 South Capitol Street SE

**Metro stop:** Capitol South

**Availability:** Year-round

**Responsibilities:** Vary depending on placement in one of the following departments:

- 
- Accounting
  - Association of Democratic State Chairs
  - Communications
  - Digital
  - Office of the Chief Executive Officer
  - Finance
  - Marketing
  - Media
  - Office of the Chair
  - Office of the Secretary
  - Operations
  - Party Affairs and Delegate Selection
  - Political
  - Research
  - Technology
  - Voter Expansion

**Minimum requirements:** At least 18 years of age on or before the first day of the internship who meet one of the following criteria:

1. Enrollment in an undergraduate or graduate program at a two- or four- year institution
2. Graduate of a two- of four-year undergraduate or graduate program who graduated no more than two years before the internship's start date
3. Veteran with a high school diploma (or equivalent) who has served on active duty for any length of time in the two years prior to the internship's start date

**Who should apply:** Students with a passion for the advancement of progressive issues who are registered Democrats with a current voter registration interested in working in the midst of a fast-paced, fundraising -focused environment

**Paid:** No

**Contact:** [Malbert Smith](mailto:Malbert.Smith@democrats.org), or to apply, click [here](#).

**Other National Committees with internship opportunities include:**

- [Democratic Governors' Association](#)
- [Democratic Senatorial Campaign Committee](#)
- [Democratic Congressional Campaign Committee](#)

# ADVOCACY

**Organization:** Republican National Committee

**Chair:** Reince Priebus

**About the party:** “Today’s Republicans believe individuals, not government, make the best decisions; all people are entitled to equal rights; and decisions are best made close to home.

At the state level, the nation’s thirty Republican governors are making government more effective and efficient, spurring economic growth and striving to put more power in the hands of the people.

Nationally, Republicans recognize that the slow, bloated, top-down Washington bureaucracy is out-of-date in the 21st century. Our Party works to give Americans more choices—in healthcare, in education, in energy, and in the economy—and to free individuals and families from the intrusive overreach of federal bureaucrats.

The Party’s core principles of freedom and equal opportunity are as relevant today as at our founding, and they are the roadmap for American renewal in a new and interconnected world.” (Source: [GOP.com](http://GOP.com))

**Location:** 310 First Street SE

**Metro stop:** Capitol South

**Availability:** Year-round

**Responsibilities:** Vary depending on placement in one of the following divisions:

**Minimum requirements:** Undergraduate student, with a preference given to juniors and seniors

- Chairman’s Office
- Co-Chairman’s Office
- Counsel’s Office
- Press Office
- Research
- Digital
- Data
- Finance
- Member Services
- Political
- Networking Operations
- Constituent Services

**Who should apply:** Students with a passion for conservative issues who would like to learn more about fundraising in an often high-pressure, results-based environment

**Paid:** Not known

**Contact:** Send completed application—available [here](#)—with resume and two letters of recommendation to the RNC’s [Intern Coordinator](#)

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## *OTHER NATIONAL COMMITTEES WITH INTERNSHIP OPPORTUNITIES INCLUDE:*

- [Republican Governors’ Association](#)
- [National Republican Senate Committee](#)
- [National Republican Congressional Committee](#)
- [College Republican National Committee](#)

# LAW

A multitude of private firms are located in Washington, D.C.; however, none of them are listed here. Instead, you will find below a selection of internships offered through Federal agencies and private organizations based in D.C. While several require enrollment in law school, two of the opportunities are open to most all students while still reserving a legal focus.

## LAW

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**Organization:** Federal Trade Commission —  
*Bureau of Competition*

**Location:** 600 Pennsylvania Avenue NW

**Metro stop:** Archives

**About the organization:** “The FTC is a bipartisan federal agency with a unique dual mission to protect consumers and promote competition. For one hundred years, our collegial and consensus-driven agency has championed the interests of American consumers. As we begin our second century, the FTC is dedicated to advancing consumer interests while encouraging innovation

and competition in our dynamic economy.

The FTC develops policy and research tools through hearings, workshops, and conferences.

We collaborate with law enforcement partners across the country and around the world to advance our crucial consumer protection and competition missions. And beyond our borders, we cooperate with international agencies and organizations to protect consumers in the global marketplace.” (Source: [Federal Trade Commission](#))

**Availability:** Year-round

**Paid:** No

### Agency internships:

#### ◇ SUMMER LEGAL INTERNSHIP PROGRAM:

- **Responsibilities:** Working closely with attorneys, economics, investigative staff on actual law enforcement investigations and Federal court litigation; learning the fundamentals of antitrust law through assignments on a wide range of issues; developing strong professional relationships with attorneys and economists through one the following divisions:
- **Minimum requirements:** Enrollment in law school
- **Who should apply:** Law students interested in or focused on antitrust enforcement
  - Healthcare
  - Anticompetitive Practices
  - Mergers I
  - Mergers II
  - Mergers III
  - Mergers IV
- **Contact:** Resume, transcript, two references, and a writing sample (maximum five pages) to:
  - First– year law students: [BCRecruit1L@ftc.gov](mailto:BCRecruit1L@ftc.gov)
  - Second— year law students: [BCRecruit2L@ftc.gov](mailto:BCRecruit2L@ftc.gov)

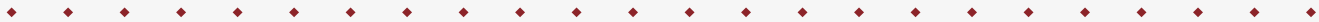
# LAW

## ◇ SEMESTER LEGAL INTERNSHIP PROGRAM:

- **Responsibilities:** Working closely with attorneys, economics, investigative staff on actual law enforcement investigations and Federal court litigation; learning the fundamentals of antitrust law through assignments on a wide range of issues; developing strong professional relationships with attorneys and economists
- **Minimum requirements:** Enrollment in law school
- **Who should apply:** Law students interested in or focused on antitrust enforcement
- **Paid:** No
- **Contact:** Resume, transcript, three professional references, and a writing sample (maximum 5 pages) to [BCRecruitExtern@ftc.gov](mailto:BCRecruitExtern@ftc.gov)



Picture Source: ConsumerWatchdog.org



**Organization:** U.S. Commodity Futures Trading Commission — *Enforcement Division*



**U.S. COMMODITY FUTURES TRADING COMMISSION**  
ENSURING THE INTEGRITY OF THE FUTURES & SWAPS MARKETS

**Location:** 1155 21st Street NW

**Metro stop:** Foggy Bottom

**About the organization:** “The mission of the Commodity Futures Trading Commission (CFTC) is to foster open, transparent, competitive, and financially sound markets, to avoid systemic risk, and to protect the market users and their funds, consumers, and the public from fraud, manipulation, and abusive practices related to derivatives and other products that are subject to the Commodity Exchange Act.”

(Source: [U.S. Commodity Futures Trading Commission](http://www.cftc.gov))

**Availability:** Year-round

**Responsibilities:** Providing paralegal support; handling internal investigation cases; analyzing claims; ascertaining basic facts and summarizing essential information for attorneys and investigative teams

**Minimum requirements:** Undergraduate student, with a preference given to juniors and seniors

**Who should apply:** Students with excellent organizational, interpersonal, communications, and writing skills with a team-oriented mindset and strong work ethic who have a demonstrated interest in the legal field as seen through coursework, extracurricular activities, work experiences

**Paid:** No

**Contact:** Cover letter, resume, transcript to [Brent Cantley](mailto:Brent.Cantley@cftc.gov)



**Organization:** U.S. Chamber of Commerce

**Location:** 1615 H Street NW

**Metro stop:** Farragut West

**About the organization:** “The U.S. Chamber of Commerce is the world’s largest business organization representing the interests of more than 3 million businesses of all sizes, sectors, and regions. Our members range from mom-and-pop shops and local chambers to leading industry associations and large corporations. They all share one thing—they count on the Chamber to be their voice in Washington, D.C.”

(Source: [U.S. Chamber of Commerce](#))

**Availability:** Year-round

**Responsibilities:** Assisting lawyers in the Litigation Center in managing a broad portfolio of federal and state court litigation—including Supreme Court *amicus* briefs and regulatory challenges under the Administrative Procedures Act; assisting lawyers in the Office of the General Counsel to provide advice to in-house clients on matters including commercial contracts, financial transactions, corporate governance, intellectual property, tax, lobbying/election law compliance, congressional matters; researching, monitoring, analyzing emerging legal issues that impact the business community for both divisions

**Minimum requirements:** Current enrollment in law school with at least one year completed

**Who should apply:** Law students with generally conservative values who have an eye for detail, strong ability to prioritize, and excellent verbal and written communication skills

**Paid:** No

**Contact:** Resume, application—available [here](#)—to [Internships@uschamber.com](mailto:Internships@uschamber.com)

“It is evident that the organization’s [*U.S. Chamber of Commerce*] influence extends far beyond the Beltway.”

(Source: [PR Watch](#))

**Organization:** National Labor Relations Board (NLRB) — *Region Five*

**Location:** 1015 Half Street SE

**Metro stop:** Navy Yard

**About the organization:** Region 5 of the NLRB conducts elections, investigates charges of unfair labor practices, and protects the rights of workers to act together, serving Maryland, the District of Columbia and parts of Delaware, Virginia, West Virginia and Pennsylvania from offices in Baltimore and D.C. (Source: [National Labor Relations Board](#))

**Availability:** Year-round

**Responsibilities:** Assisting with unfair labor practice investigations; arranging representation elections; conducting election and performing

basic legal research; producing written summaries of investigations’ results and recommendations

**Minimum requirements:** At least a part-time graduate or undergraduate majoring in liberal arts or a related field

**Who should apply:** Students with a demonstrated interest in labor law

**Paid:** No

**Contact:** Resume, cover letter (including Region Five), transcript, writing sample to [smsvp@nlrb.gov](mailto:smsvp@nlrb.gov)



NATIONAL LABOR RELATIONS BOARD

# LAW

**Organization:** International Justice Mission

**Location:** Northwest Washington, D.C.

**Metro stop:** Foggy Bottom

**About the organization:** Non-governmental organization focused on human rights, anti-slavery efforts, and combatting violence worldwide

**Availability:** Spring

**Responsibilities:** Assisting General Counsel with legal assessment of Field Officers; creating and managing field office registration database; conducting briefing demos; composing legal research; assisting in the development of legal presentations; reviewing and drafting contracts; administrative support as needed

**Minimum requirements:** Christian– faith based graduates with a Bachelor’s degree or undergraduates seeking a Bachelor’s degree who have completed at least two years of the program; passage of a background check

**Who should apply:** Students with a strong Christian faith who have a committed interest in combatting global injustices through

**Paid:** No

**Contact:** One document containing cover letter describing interest in the internship, resume, statement of faith uploaded [here](#).

## WHAT’S THIS?

A statement of faith is simply a brief explanation of your spiritual beliefs.

(Source: [Theology Degrees](#))



**Organization:** Americans for Financial Reform (AFR)

**Location:** 1629 K Street NW

**Metro stop:** Farragut West

**About the organization:** “AFR is a nonpartisan, nonprofit coalition of more than 200 civil rights, consumer, labor, business, investor, faith-based, and civic and community groups. Formed in the wake of the 2008 crisis, we are working to lay the foundation for a strong, stable, and ethical financial system – one that serves the economy and the nation as a whole.” (Source: [Americans for Financial Reform](#))

**Availability:** Year-round

**Responsibilities:** Conducting legal and policy research; drafting policy letters, rulemaking comments, factsheets, talking points; attending meetings, agency events, congressional hearings and briefings

**Minimum requirements:** Enrollment in law school

**Who should apply:** Progressive students interested in working in a left– leaning environment who are committed to financial reform through government regulation of Wall Street and large banks

**Paid:** Yes

**Contact:** One document containing resume, cover letter explaining interest, availability to [AFRLegalInternship@gmail.com](mailto:AFRLegalInternship@gmail.com)

# THINK TANKS

Think tanks are at the heart of policy in Washington. These influential organizations have a hand in the majority of legislation that passes Congress.

Below is a selection of internships offered by five of the most influential think tanks in D.C. today. Both liberal and conservative options are listed.

## THINK TANKS

**Organization:** CATO Institute

**Location:** 1000 Massachusetts Avenue NW

**Metro stop:** Metro Center

**About the organization:** “The Cato Institute is a public policy research organization, a think tank, dedicated to the principles of individual liberty, limited government, free markets and peace. Its scholars and analysts conduct independent, nonpartisan research on a wide range of policy issues.” (Source: [CATO](#))

**Availability:** Year-round

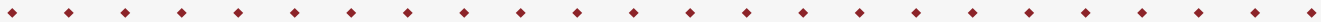
**Responsibilities:** Assisting policy staff with research; working with the conference department to organize policy conferences, debates, and forums; attending seminars and conferences; assisting Cato's professional staff by copying and filing newspaper articles, distributing materials to congressional offices, and preparing mailings.

**Minimum requirements:** Undergraduate, graduate, recent graduate, or law student status

**Who should apply:** Students with an interest in the political system who also have a strong commitment to advancing the principles of libertarianism—including individual liberty, free markets, and a highly-restricted government presence

**Paid:** Yes

**Contact:** Apply [here](#).



**Organization:** Brookings Institute

**Location:** 1000 Massachusetts Avenue NW

**Metro stop:** Metro Center

**About the organization:** “The Brookings Institution’s mission is to conduct high-quality, independent research and, based on that research, to provide innovative, practical recommendations for policymakers and the public .”  
(Source: [Brookings Institute](#))

**Availability:** Year-round

**Responsibilities:** Vary based on placement within one of the following research areas:

- Economic Studies
- Metropolitan Policy
- Foreign Policy Communications
- Human Resources
- Global Economy and Development
- Governance Studies
- Central Operations Management

**Minimum requirements:** Undergraduate or graduate student status

**Who should apply:** Students that are primarily left-leaning in their political beliefs who want to work in an influential but high- pressure, results- driven environment filled with former lawmakers and academics with a wide spectrum of issues

**Paid:** Varies; three types offered: paid, for academic credit only, and external sponsorship

**Contact:** Check for an internship availability [here](#).



# THINK TANKS

**Organization:** Center for American Progress

**Location:** 1333 H Street NW

**Metro stop:** McPherson Square

**About the organization:** “The Center for American Progress is an independent nonpartisan policy institute that is dedicated to improving the lives of all Americans, through bold, progressive ideas, as well as strong leadership and concerted action. Our aim is not just to change the conversation, but to change the country.” *(Source: [Center for American Progress](#))*

**Availability:** Year-round

**Responsibilities:** Vary based on placement in one of the following programs, assignments, or divisions:

- Communications
- Strategic Planning
- Domestic Policy
- Economics
- Energy and Environment
- Ethnic Media
- Executive
- External Affairs
- Faith and Progressive
- Policy
- Generation Progress
- Immigration Policy
- Legal Process
- LGBT Issues
- National Security and International Policy
- Poverty to Prosperity
- Race Policy/Progress 2050
- Research Team
- Technical Support
- ThinkProgress (blog)
- Video
- War Room
- Web Producer
- Web Technical Producer
- Women’s Health and Rights

**Minimum requirements:** Any high school, undergraduate, master’s level, Ph.D., or law student or a veteran or recent college graduate who is within six months of graduation; ability to commit to a minimum of 20 hours per week

**Who should apply:** Students with at least a nominal interest in politics who are primarily left– leaning.

**Paid:** Yes

**Contact:** Applications, cover letter, resume, writing sample (approximately three pages), transcript, letters of recommendation (optional) to [Internships@americanprogress.org](mailto:Internships@americanprogress.org)

**Organization:** American Enterprise Institute

**Location:** 1150 17th St NW

**Metro stop:** Farragut West

**About the organization:** “AEI is a private, nonpartisan, not-for-profit institution dedicated to research and education on issues of government, politics, economics and social welfare. AEI’s purpose is to serve leaders and the public through research and education on the most important issues of the day. AEI research is conducted through seven primary research divisions: Economics, Foreign and Defense Policy, Politics and Public Opinion, Education, Health, Energy and the Environment and Society and Culture.” *(Source: [American Enterprise Institute](#))*

**Availability:** Year-round

**Responsibilities:** Working closely with field experts, renowned scholars, political scientists, and economists on a focused topic; attending daily guest lectures and occasional dinners

**Minimum requirements:** Experienced undergraduate students, graduate students, or recent graduates; 3.0 minimum GPA/3.5 competitive GPA.

**Who should apply:** Students with primarily conservative values interested in working in a high- pressure work environment on a diverse range of issues

**Paid:** No

**Contact:** Find a full listing of opportunities [here](#).

# THINK TANKS

**Organization:** The Heritage Foundation

**Location:** 214 Massachusetts Avenue NE

**Metro stop:** Union Station



**About the organization:** "Founded in 1973, The Heritage Foundation is a research and educational institute--a think tank--whose mission is to formulate and promote conservative public policies based on the principles of free enterprise, limited government, individual freedom, traditional American values, and a strong national defense. We communicate our message to our primary audiences: Members of Congress, key congressional staff members, policymakers in the executive branch, the news media, and the academic and public policy communities." (Source: [Heritage Foundation](#))

**Availability:** Year-round

**Responsibilities:** Working with experts on foreign and domestic policy issues; attending seminars and events with policymakers; developing contacts; general administrative duties as needed

**Minimum requirements:** Undergraduate students who are a junior in standing, or recent graduates, Master's students, or law students

**Who should apply:** Right- leaning students with strong conservative values interested in working at a highly- influential organization

**Paid:** Not known

**Contact:** Apply [here](#).

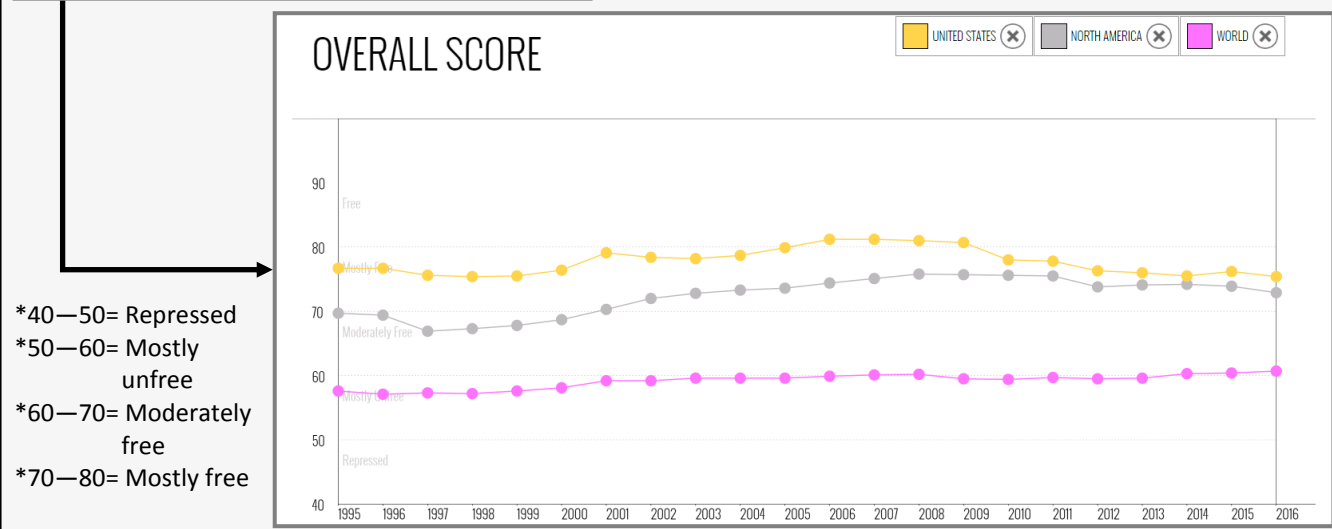
Each year the Heritage Foundation conducts the *Index of Economic Freedom* that compares ten 'freedoms' – think financial, business, trade, labor industries – in 186 countries across the globe.

Below is a graph that compares the overall level of freedom in the world, North America, and the United States as determined by the factors .

"It was at that moment," recalls Feulner, "that Paul and I decided that conservatives needed an independent research institute designed to influence the policy debate as it was occurring in Congress--before decisions were made."

—then Congressional staffers and future co-founders of the Heritage Foundation, Paul Weyrich and Edwin Feulner, discussing the need for a right- leaning think tank in Washington

(Source: [New York Times](#))



\*40—50= Repressed  
 \*50—60= Mostly unfree  
 \*60—70= Moderately free  
 \*70—80= Mostly free

# QUESTION: WHERE SHOULD I LIVE?

The majority of internships listed here are confined within the boundaries of Washington, D.C. itself, with only a few exceptions.

Several designated internship residences, in addition to short-term rentals that range in price, are available throughout D.C., as well as the surrounding metro area.

***One thing to keep in mind is that most of the options available through local colleges and universities are offered during the summer only.***

Below is a list of options that are exclusively reserved for interns and a map of where they are located in the city.

## INTERN HOUSING

**Property:** WISH Properties

**About:** “Our 35 unique properties are all on Capitol Hill, from Row Houses to Luxury Condos. Rates are per person, per semester and include all amenities. Just pack your sheets and suitcase and move in! Your fully furnished room right on Capitol Hill is waiting for you.”

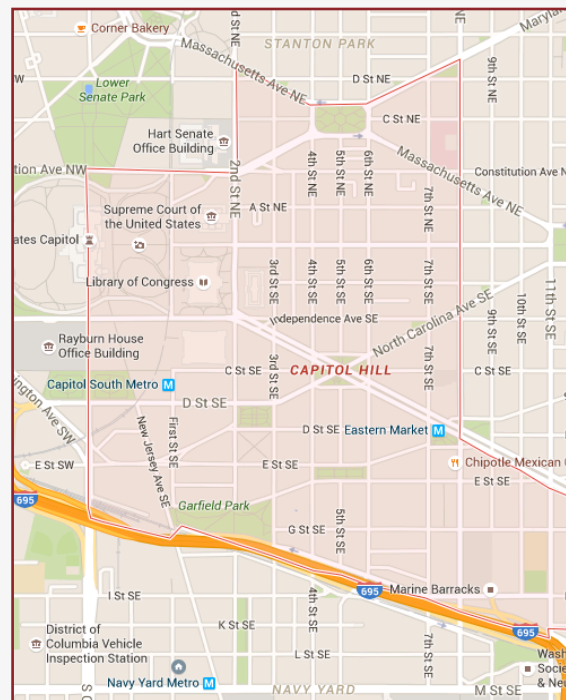
(Source: [Washington Intern Student Housing](#))

**Neighborhood(s):**

- Capitol Hill
- Woodley Park



Washington Intern Student Housing



**Contact:** [Apply](#) for intern housing.

# PLACES TO LIVE

**Property:** The Johnson Building

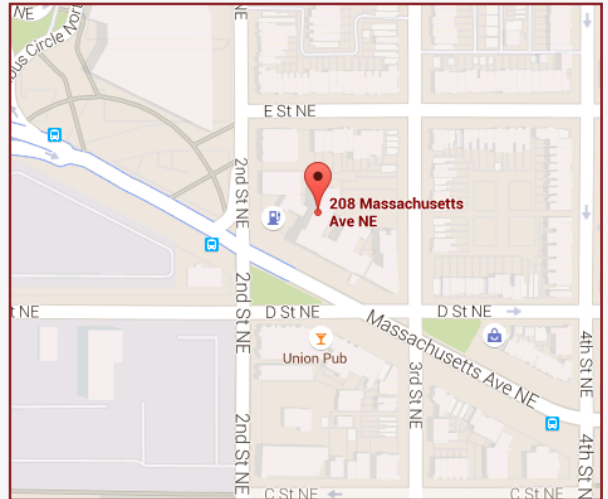
**Location:** 208 Massachusetts Avenue NE

**About:** “The Johnson Building Intern Housing Program provides an enriching environment for conservative interns at an affordable price. Conveniently located on the Senate side of Capitol Hill, the Johnson Building is an easy walk to House and Senate office buildings. It is also nearby to Union Station for easy Metro access, making it an ideal location for interns on the Hill and throughout the city.

The Johnson Building boasts a fabulous team of resident advisors who are passionate about investing in the interns that live on their floor and throughout the building. They frequently open their apartments to interns for dinner, floor breakfasts, football watching, as well as being available for conversation, mentorship, and career advice. The RA team has a range of professional backgrounds, including doctoral and graduate degrees, experience working on Capitol Hill and in the White House, as well as various non-profits. Their passion to help interns succeed both in and out of the office complements the internship experience.” (Source: [Intern Housing LLC](#))

**Neighborhood:** Capitol Hill

**Contact:** [Apply](#) for residence at the Johnson Building.

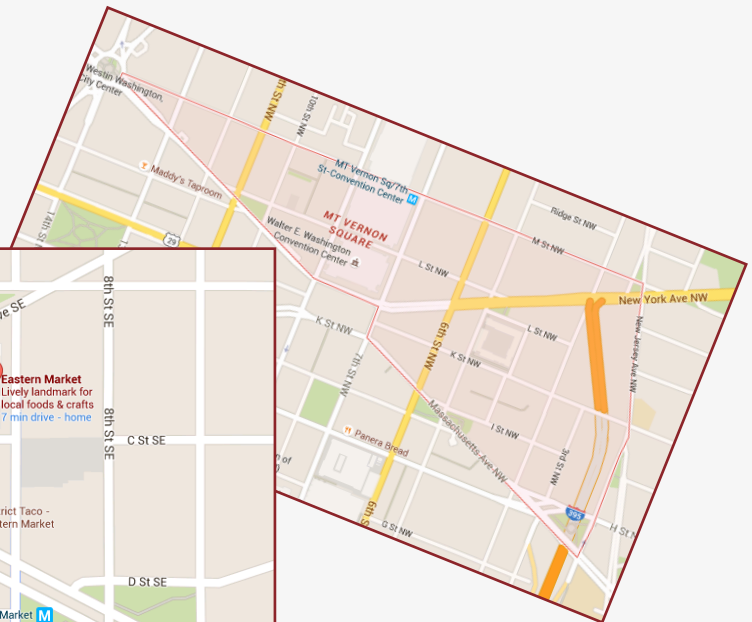
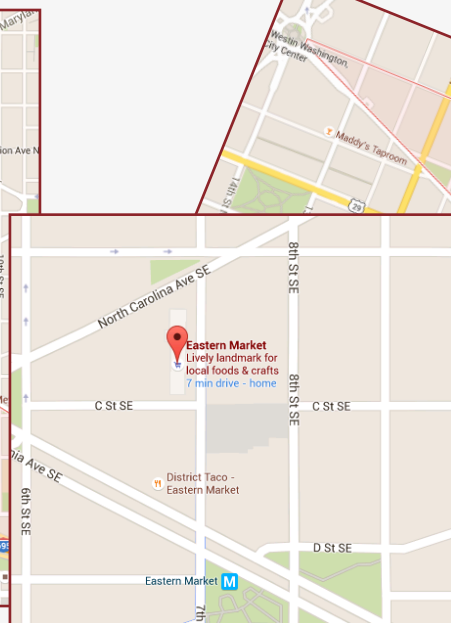
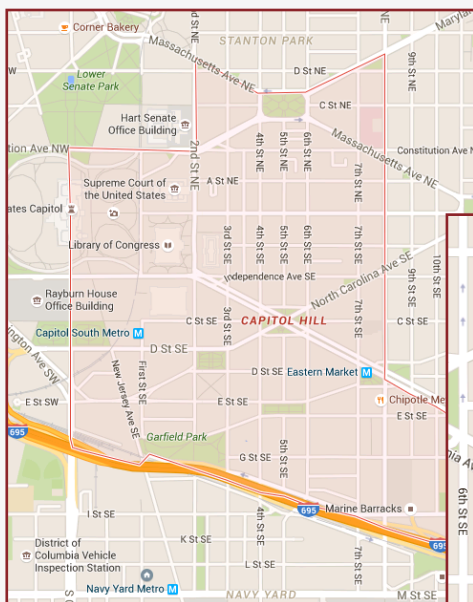


**Property:** The Washington Intern Housing Network

**About:** “From downtown to uptown to Capitol Hill and everywhere in between, the Washington Intern Housing Network has you covered. No matter where your internship, job or temporary employment may be we have a location that will work for you.” (Source: [Washington Intern Housing Network](#))

**Neighborhood(s):**

- Capitol Hill
- Eastern Market
- Mt. Vernon/Convention Center



**Contact:** [Apply](#) for housing.

# PLACES TO LIVE



## Thompson-Markward Hall

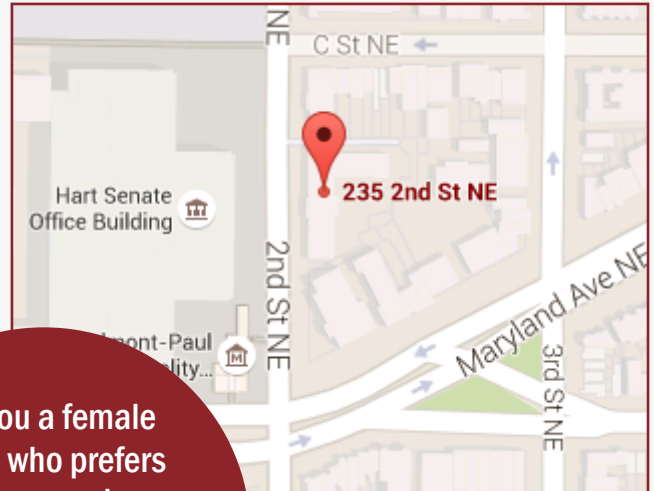
**Property:** Thompson-Markward Hall (TMH)

**Location:** 235 2nd Street NE

**About:** "TMH is a temporary residence hall for young women. Established more than 150 years ago, we provide welcoming, heritage-rich accommodations that make life in DC easy for our residents - nestled in a prime address on Capitol Hill, just steps away from the Senate office building." (Source: [Thompson-Markward Hall](#))

**Neighborhood(s):** Capitol Hill

**Contact:** [Apply](#) for housing at TMH.



Are you a female intern who prefers non co-ed housing?  
TMH is the place for you!

### MORE OPTIONS

- [The International House](#)
- [Capitol Hill Hotel](#)
- [Cheap DC Intern Housing](#)

Additionally, local colleges and universities offer primarily summer intern housing in their student dorms. These options are *not* exclusively for interns.

Click on one of the links below to find out more about their residence options:

- [American University](#)
- [Catholic University](#)
- [George Mason University](#)
- [Georgetown University](#)
- [George Washington University](#)



## QUESTION: WHAT SHOULD I WEAR TO WORK?

Another great question! Because you will only be in your internship for a short period of time, it is critical to maintain professionalism throughout. This is especially true when it comes to dress.

It is important to “dress the part.” Professional dress, which at the very least should be business casual, is appropriate for all of the positions listed here but may vary based on the company policies. And, while the criteria for what is acceptable may vary depending on the internship, according to the [Washington Intern Dossier](#), here are some items to avoid *at all costs*:

- Flip flops
- Jeans (it doesn't matter how much they cost)
- Leggings/jeggings
- Strapless, halter, or low-cut dresses/tops
- Shorts/skorts
- Athletic wear/tennis shoes
- Sleeveless t-shirts (or any t-shirt, for matter)
- Anything tight/revealing

**“IF YOU WEAR IT  
TO THE CLUB,  
DON'T WEAR IT TO  
CONGRESS.”**

(Source: [The Hill](#))

**“I will never forget the time that, as a Staff Assistant, I overheard my Chief of Staff giving an informational interview to an intern from another Alabama office. The poor guy tried to get started but my boss quickly stopped him: ‘Are you wearing sandals?’**

**Yes, he was.”**

—Jessica Jennings, *University of Alabama Graduate School, Class of 2016*

The old adage says, “Dress for the job you want, not the job you have.” Keeping this in mind will be beneficial. First impressions are important, and it is likely you will make a lot of connections during your time in the nation's capital, no matter what internship you choose. Give your colleagues your best by dressing for the job—it demonstrates a knowledge of social cues, shows respect yourself and the organization, and—if nothing else—will keep you from being the butt of jokes in the employee lunchroom.

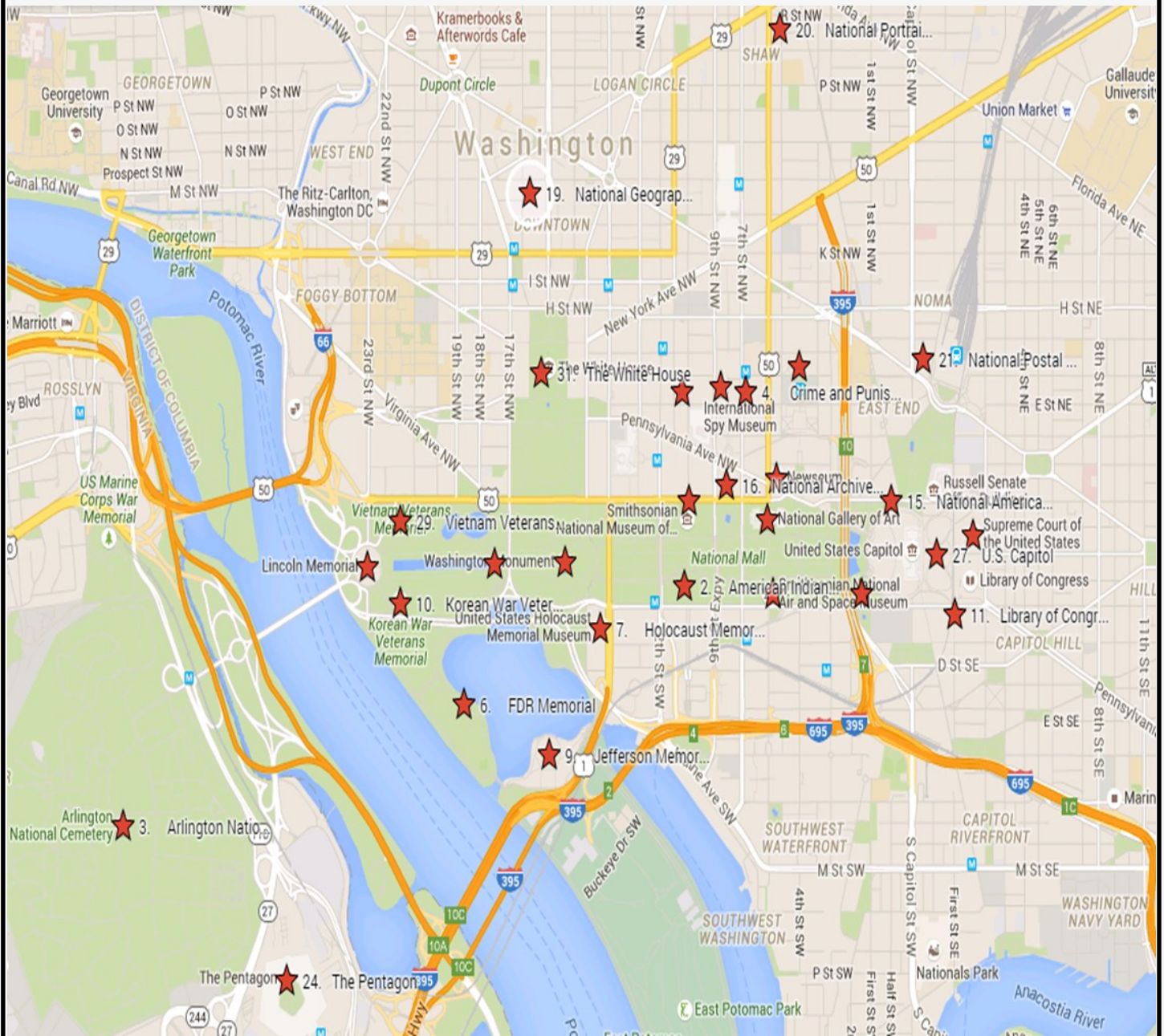
**Always appropriate for office settings are slacks, blazers, suits, close-toed shoes, blouses, belts and ties.**

# QUESTION: WHAT SHOULD I DO IN MY FREE TIME?

Washington, D.C. is filled with must-see places from famous landmarks to historical monuments to museums of all types.

The following is a map featuring major points of interest, followed by a key with more information about the specific attraction.

The key is divided into events that have free admission and those that require tickets. Seasonal attractions are also listed.



# PLACES TO VISIT

## FREE ADMISSION

---

1. [Alexandria Colonial Tours](#) – 201 King Street #3, Alexandria, VA 22314; 703-519-1749
2. [American Indian Museum](#) – 4<sup>th</sup> Street & Independence SW, Washington, D.C. 20560; 202-633-1000
3. [Arlington National Cemetery](#) – Arlington, VA 22211; 877-907-8585
5. [Ford's Theatre](#) – 511 10<sup>th</sup> Street NW, Washington, D.C. 20004; 202-347-4833
6. [FDR Memorial](#) – 1850 West Basin Drive SW, Washington, D.C. 20242; 202-426-6841
7. [Holocaust Memorial Museum](#) – 100 Raoul Wallenberg Place SW, Washington, D.C. 20024; 202-488-0400
9. [Jefferson Memorial](#) – 13 East Basin Drive SW, Washington, D.C. 20242; 202-426-6841
10. [Korean War Veterans Memorial](#) – 900 Ohio Drive SW, Washington, D.C. 20024; 202-426-6841
11. [Library of Congress](#) – Jefferson Building, 10 First Street SE, Washington, D.C. 20540; 202-707-8000
12. [Lincoln Memorial](#) – 2 Lincoln Memorial Circle NW, Washington, D.C. 20037; 202-426-6841
14. [National Air & Space Museum](#) – 600 Independence Avenue SW, Washington, D.C. 20560; 202-633-2214
15. [National American History Museum](#) – 14<sup>th</sup> & Constitution Avenue NW, Washington, D.C. 20001; 202-633-1000
16. [National Archives](#) – 700 Pennsylvania Avenue NW, Washington, D.C. 20408; 202-357-5000
17. [National Building Museum](#) – 401 F Street NW, Washington, D.C. 20001; 202-2727-2448
18. [National Gallery of Art](#) – Constitution Avenue & 6<sup>th</sup> Street NW; 202-737-4215
19. [National Geographic Museum](#) – 1145 17<sup>th</sup> Street NW, Washington, D.C. 20036; 202-857-7700
20. [National Portrait Gallery](#) – 8<sup>th</sup> Street & F Street NW, Washington, D.C. 20001; 202-633-8300
21. [National Postal Museum](#) – 2 Massachusetts Avenue NE, Washington, D.C. 20002; 202-633-5555
22. [National Zoo](#) – 3001 Connecticut Avenue NW, Washington, D.C. 20008; 202-633-4888
25. [Museum of Natural History](#) – 10<sup>th</sup> Street & Constitution Avenue NW, Washington, D.C.; 202-633-1000
26. [The Supreme Court](#) – 1 First Street NE, Washington, D.C. 20543; 202-479-3000
27. [U.S. Capitol](#) – Capitol Visitor Center, First Street NE, Washington, D.C. 20515; 202-226-8000
28. [U.S. Botanical Gardens](#) – 100 Maryland Avenue SW, Washington, D.C. 20024; 202-225-8333
29. [Vietnam Veterans Memorial](#) – 5 Henry Bacon Drive NW, Washington, D.C. 20037; 202-426-6841
32. [WWII Memorial](#) – 1750 Independence Avenue SW, Washington, D.C. 20006; 202-426-6841

# PLACES TO VISIT

## TICKETS REQUIRED

4. [Crime and Punishment Museum](#) – 575 7<sup>th</sup> Street NW, Washington, D.C. 20004; 202-393-1099
8. [International Spy Museum](#) – 800 F Street NW, Washington, D.C. 20004; 202-393-7798
13. [Mount Vernon](#) – 3200 Mount Vernon Highway, Mt. Vernon, VA 22121; 703-780-2000
23. [Newseum](#) – 555 Pennsylvania Avenue NW, Washington, D.C. 20001; 202-292-6100
24. [The Pentagon](#) – Washington, D.C.; 703-697-1776\*
30. [Washington Monument](#) – 2 15<sup>th</sup> Street NW, Washington, D.C. 20024; 202-426-6841
31. [The White House](#) – 1600 Pennsylvania Avenue NW, Washington, D.C. 20500; 202-456-1111\*

*\*Tickets are free but required for entry*

## SEASONAL ATTRACTIONS

### SPRING / SUMMER

- See the [Cherry Blossoms](#)
- Take yourself out to a [baseball](#) game
- Canoe, kayak, or paddle board on the Potomac River at [Ballpark Boathouse](#) or [Thompson's Boathouse](#)
- Take in a [concert](#) or the [July 4 fireworks](#) on the National Mall
- Attend a [free concert](#) on the Potomac Riverfront
- Go for a hike on [Roosevelt Island](#)
- Catch a free outdoor movie in [NoMa](#) or the [Navy Yard](#)
- Immerse yourself in culture at world embassies on [Embassy Day](#)
- Tour European embassies during the [EU's Open House](#) week
- Bike along the [C&O Canal](#) from Georgetown to Silver Spring
- [Cruise](#) the Potomac

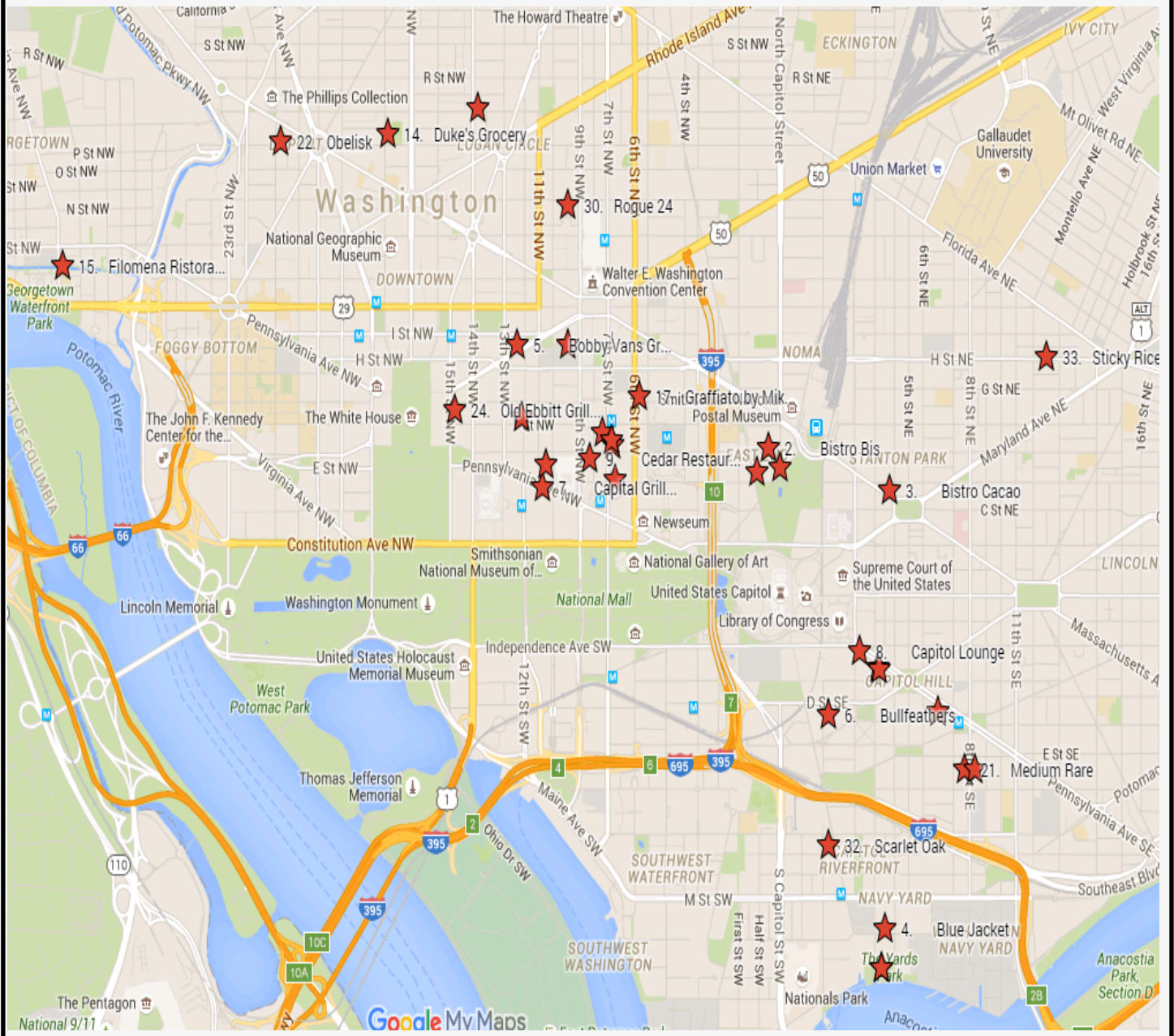
### FALL / WINTER

- Hail to the [Redskins](#) at FedEx Field
- Run, hike, or just watch the leaves change in [Rock Creek Park](#)
- Have a delightfully frightful time at [Boo at the Zoo](#)
- Pull for the [Wizards](#)
- Watch the [Capitol Christmas tree](#) lighting on the West Lawn of the U.S. Capitol
- Visit President's Park for a glimpse of the President lighting the [National Christmas tree](#)
- Prepare to be dazzled by [ZooLights](#)
- Check out the festive arts and crafts at the [Downtown Holiday Market](#)
- Catch a [Caps](#) game
- Go [ice skating](#) in the National Gallery of Art's Sculpture Garden
- Stay warm taking in a play at the [Kennedy Center](#)

# QUESTION: WHAT ARE SOME GOOD PLACES TO EAT?

Some of the best restaurants in the world are right here in Washington, D.C. Whether you're looking for a quick bite, delicious cheeseburger, or a sit-down steak dinner, the options are endless!

Below is a map featuring a selection of restaurants that corresponds to the list on the following page. For your convenience, there are (\$) next to each restaurant that should serve as an approximation of the cost of a meal at that restaurant.



# PLACES TO EAT

1. [Art and Soul](#) – Liaison Hotel, 415 New Jersey Avenue NW, Washington, D.C. 20001; 202-393-7777 (\$\$\$)
2. [Bistro Bis](#) – 15 E Street NW, Washington, D.C. 20001; 202-661-2700 (\$\$)
3. [Bistro Cacao](#) – 320 Massachusetts Avenue NE, Washington, D.C. 20002; 202-546-4737 (\$\$\$)
4. [Blue Jacket](#) – 300 Tingey Street SE, Washington, D.C. 20003; 202-524-4862 (\$\$)
5. [Bobby Vans Grill](#) – 1201 New York Avenue NW, Washington, D.C. 20005 (\$\$\$)
6. [Bullfeathers](#) – 410 First Street SE, Washington, D.C. 20003; 202-484-0228 (\$)
7. [Capital Grille](#) – 601 Pennsylvania Avenue NW, Washington, D.C. 20004; 202-737-6200 (\$\$\$\$)
8. [Capitol Lounge](#) – 229 Pennsylvania Avenue SE, Washington, D.C. 20003; 202-547-2098 (\$)
9. [Cedar Restaurant](#) – 822 E Street NW, Washington, D.C. 20004; 202-637-0012 (\$\$)
10. [Central by Michael Richard](#) – 1001 Pennsylvania Avenue NW, Washington, D.C. 20004; 202-626-0015 (\$\$\$)
11. [Del Frisco's Double Eagle Steak House](#) – 950 I Street NW, Suite 501, Washington, D.C. 20001; 202-289-0201 (\$\$\$\$)
12. [District Chophouse](#) – 509 7<sup>th</sup> Street NW, Washington, D.C. 20004; 202-347-3434 (\$\$\$)
13. [Due South](#) – 301 Water Street SE, Washington, D.C. 20003; 202-479-4616 (\$\$)
14. [Duke's Grocery](#) – 1513 17th Street NW, Washington, D.C. 20036; 202-733-5623 (\$)
15. [Filomena Ristorante](#) – 1063 Wisconsin Avenue NW, Washington, D.C. 20007; 202-338-8800 (\$\$\$)
16. [Good Stuff Eatery](#) – 303 Pennsylvania Avenue SE, Washington D.C. 20003; 202-289-3600 (\$)
17. [Graffiato by Mike Issabella](#) – 707 6<sup>th</sup> Street NW, Washington, D.C. 20001; 202-289-3600 \$\$
18. [Hank's Oyster Bar](#) – 633 Pennsylvania Avenue SE, Washington, D.C. 20003; 202-733-1971 (\$\$)
19. [Johnny's Half Shell](#) – 400 North Capitol Street NW, Washington, D.C. 20001; 202-737-0400 (\$\$\$)
20. [Le Diplomate](#) – 1601 14<sup>th</sup> Street NW, Washington, D.C. 20009; 202-332-3333 (\$\$\$)
21. [Medium Rare](#) – 515 8th Street SE, Washington, D.C. 20003; 202-601-7136 (\$\$)
22. [Obelisk](#) – 2029 P Street NW, Washington, D.C. 20036; 202-872-1180 (\$\$\$)
23. [The Oceanaire Seafood Room](#) – 1201 F Street NW, Washington, D.C. 20004; 202-347-2277 (\$\$\$)
24. [Old Ebbitt Grille](#) – 675 15<sup>th</sup> Street NW, Washington, D.C. 20005; 202-347-4800 (\$\$)
25. [Osteria Morini](#) – 301 Water Street SE, Washington, D.C. 20003; 202-484-0660 (\$\$)
26. [Pacifico Cantina](#) – 514 8th Street SE, Washington, D.C. 20003; 202-507-8143 (\$\$)
27. [Poste](#) – 700 F Street NW, Washington, D.C. 20004; 202-783-6060 (\$\$\$)
28. [Rasika](#) – 633 D Street NW, Washington, D.C. 20004; 202-637-1222 (\$\$\$)
29. [Rockland's](#) – 2418 Wisconsin Avenue NW, Washington, D.C. 20007; 202-337-1925 (\$)
30. [Rogue 24](#) – 922 N Street NW, Washington, D.C. 20001; 202-408-9724 (\$\$\$\$)
31. [Rosa Mexicano - Penn Quarter](#) – 575 7<sup>th</sup> Street NW, Washington, D.C. 20004; 202-783-5522 (\$\$\$)
32. [Scarlet Oak](#) – 909 New Jersey Avenue SE, Washington, D.C. 20003; 202-780-0140 (\$\$)
33. [Sticky Rice](#) – 1224 H Street NE, Washington, D.C. 20002; 202-397-7665 (\$\$)
34. [We, the Pizza](#) – 305 Pennsylvania Avenue SE, Washington, D.C. 20003; 202-544-4008 (\$)

# QUESTION: HOW DO I GET AROUND THE CITY?

Luckily, D.C. is very user-friendly when it comes to navigating the city. Bike lanes, buses, metro stations and so forth can turn what seems like a challenge into a piece of cake!

Below are some methods of transportation you will likely use as an intern.

## PUBLIC TRANSPORTATION

### The Washington Metro Area Transit Authority (WMATA)

The metro is by far the most widely-used form of public transportation in the city. Stretching all the way to parts of Maryland and Virginia, learning how to get around on the train or bus will make your life much simpler.

Before you do anything else, get a refillable [SmarTrip](#) card so that you may load your trip fares. Then, use the Metro's handy [Trip Planner](#) to determine your best route.



# TRANSPORTATION

You may find, depending on where you choose to work and live, that a [Metro bus](#) is actually more useful than the train. The Trip Planner will provide you both the shortest and fastest route options, which may include bussing, riding the metro, and/or walking, available to get you to your destination.

Find out when the next Metro bus is arriving using [busETA](#).

## The Circulator

Because the metro does not provide service to Georgetown, the Circulator is the only public transportation option that can get you there. With stops all over the city, the Circulator is a reliable (and cheap) way to get around.

Find out when the next Circulator is arriving using [Next Ride](#).

## DID YOU KNOW?

D.C. is divided into four quadrants: northwest, northeast, southwest, and southeast.

You can stand at the center of the quadrants on the medallion located in the Crypt at the U.S. Capitol, where all the roads delineate from.



The crypt is pictured left. The medallion is located in the center of the arches.

Source: [Architect of the Capitol](#)

## PRIVATE TRANSPORTATION

### Taxis

[Yellow Cab](#) — 202-544-1212

[VIP Cab](#) — 202-269-9000

[Yellow Taxi Services](#) — 866-935-8294

[Executive Cab](#) — 202-832-2228

### Zipcar

[Zipcars](#) come in a variety of full-size makes and models and are a viable alternative to the other options, as long as you have somewhere to park it!

### Car2Go

[Car2Go](#) is a car-sharing service with a fleet of smart cars throughout the city.

capital  
bikeshare

In D.C., there are over 3,000 bicycles available at 350 plus stations across the city.





# SAMPLE COVER LETTER & RESUME

July 5, 2016

The Honorable Mike Rogers  
324 Cannon House Office Building  
Washington, D.C. 20515  
cc: Intern Coordinator

Re: *Internship Opportunity*

To Whom It May Concern:

Please accept this application as evidence of my sincere interest in interning in Congressman Rogers' office. As a native of Anniston and Political Science major, I am heavily invested in policies affecting the 3rd District.

I believe my enthusiasm, strong work ethic, and ability to communicate with a wide range of personalities will make me a positive addition to your office.

My resume and application are attached.

I look forward to speaking with your further, and I appreciate in advance your consideration.

Sincerely,

## TIPS

- Include relevant coursework, extracurricular activities, leadership positions
- If you have a direct connection to the office—a constituent, for instance—include it here.
- Use Times New Roman font size 12

Jane Doe

# JESSICA L. JENNINGS

First Street, SE, #817, Washington, D.C. 20003 | 336- @gmail.com

## OBJECTIVE

- Proactive, self-starting individual with 5+ years of experience working on Capitol Hill for a tenured Member of Congress, which resulted in a position with one of D.C.'s top three grossing consulting firms
- Looking to leverage my political experience & education in political science & consumer sciences for a legislative, government affairs, or fundraising role in my home state of North Carolina

## EDUCATION

Master of Sciences, *Consumer Sciences*  
University of Alabama  
August 2016 (expected)

Bachelor of Arts, *Political Science*  
North Carolina State University  
May 2010

## SPECIAL SKILLS

- Strong oral and written skills and the ability to effectively communicate under pressure with a diverse range of personalities
- Design/organization of publications and websites using Publisher and Craft
- Ability to perform under pressure and extreme competency with organizational skills & prioritizing tasks
- Proficient in Microsoft Office Suite, Intranet Quorum, and Microsoft & Apple operating systems

## INTERESTS & ORGANIZATIONS

Interests include politics, public policy, building new relationships, NC mountains, reading, college football (Roll Tide), and my doodles: Tully & Prudence

Alabama State Society member & volunteer

VSAPAC member

Registered Federal Lobbyist

Phi Kappa Phi Honor Society

## VAN SCOYOC ASSOCIATES — Washington, D.C.

*Legislative Assistant* (February 2015—Present)

- Support clients in meetings with Members of Congress and federal agencies
- Track and report campaign contributions and maintain compliance with the Lobbying Disclosure Act through quarterly lobbying reports
- Meet client needs through researching potential and actual legislation, attending applicable Congressional hearings, providing summaries & analyses of relevant hearings/briefings/press conferences/votes, strategizing & advising best paths forward
- Respond to RFPs from potential clients
- Analyze budget line items to formulate effective appropriations requests on behalf of clients
- Responsible for the website design & content of the firm's biggest client, as well as the client's Twitter, production of newsletters, and organization of events

## U.S. HOUSE OF REPRESENTATIVES: MIKE ROGERS — Washington, D.C.

*Junior Legislative Assistant* (March 2013—February 2015)

- Responded to all constituent outreach regarding judiciary issues
- Authored letters on behalf of the Member to address applicable issues
- Researched current events and relevant legislation to ensure the most current information was available to the Member
- Submitted Commerce, Justice, Science (CJS) appropriations requests annually
- Met with constituents, municipalities, state & national associations on matters dealing with the judiciary

*Scheduler/Executive Assistant to the Member* (April 2011—February 2015)

- Acted as a liaison for the Congressman with other Members, office staff, and the general public
- Coordinated the Member's schedule in both D.C. & Alabama by discretely prioritizing requests through the application of working knowledge on issues and individuals and provided subsequent detailed daily itineraries to the Member
- Scheduled all necessary transportation & accommodations—including flights, rental cars, Amtrak, hotels, and international travel ensuring reimbursement compliance
- Cultivated & maintained positive working relationships with the Congressional staff in other Member offices in case of an immediate need to meet with other Members
- Remained on-call 24/7 in order to respond to last minute needs of the Congressman

*Staff Assistant* (August 2010—April 2011)

- Monitored & managed all incoming phone calls, mail reception, flag requests and Staff requests
- Coordinated the targeted mass mailing program, including determining and targeting the relevant audiences for each mailing, proofreading letters and overseeing the process as a whole
- Interacted with constituents daily over the phone, via email, and/or in-person
- Oversaw college students through their internships, including coordinating their daily activities, teaching Intranet Quorum, and demonstrating how to communicate effectively with constituents

*References furnished upon request*

## TIPS AND TRICKS

- When Congress goes out of session, casual dress is usually acceptable. However, avoid wearing jeans, or the like, unless specifically instructed by a permanent employee in the office.
- There are some powerful people in Washington and meeting them can be intimidating. Start off right by addressing them respectfully: for a Member of Congress, “Congressman,” “Representative,” or “Senator” is appropriate. Never call them by their first name, no matter how long you have known them. Use titles like “Chairman” or “Chairwoman,” “Secretary,” or “Director” wherever applicable.
- Be on time.
- Listen carefully and ask questions. Don’t be afraid to clarify if you do not understand an assignment you have been given.
- Be gracious. Develop an attitude that ‘no task is too small.’
- Don’t take it personally. These fast-paced environments mean there is not much time to consider feelings. Directness should not be mistaken for dislike.
- When applying, if you have a connection in the office or organization, don’t be afraid to let the intern coordinator know. A lot of these opportunities are the result of previously established relationships.
- Pay attention to detail.