



## Internship Application

Thank you for your interest in applying for an internship position with the Majority Staff of the House Budget Committee. Please complete and return this application to the email address below along with your resume, cover letter and one page writing sample.

Please submit this application, your resume, cover letter and one page writing sample as one PDF package to [budget.interns@mail.house.gov](mailto:budget.interns@mail.house.gov)

Alternatively, you may mail your application package to:

House Budget Committee  
Attn: Benjamin Gardenhour  
B-234 Longworth House Office Building  
Washington, DC 20515

### Applications are due by the following dates:

Summer Term – March 1<sup>st</sup>

Fall Term – July 1<sup>st</sup>

Spring Term – November 1<sup>st</sup>

### Contact Information

<b>Last Name:</b>	<b>First:</b>	<b>Date:</b>
<b>Current Address:</b>		<b>Apt/Unit:</b>
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Email address:</b>	<b>Preferred Phone:</b>	
<b>Emergency Contact:</b>		
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No		

### Availability

<b>Please check semesters of availability:</b>					
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Other, please explain: _____					
<b>Please check your general availability</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Morning</b> (approx. 9-1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Afternoon</b> (approx. 1-5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## References

Please provide one work and one academic reference. (Please no family or friends)

<b>Academic Reference</b>	
<b>Name</b>	
<b>Job Title</b>	
<b>Relationship</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>Work Reference</b>	
<b>Name</b>	
<b>Job Title</b>	
<b>Relationship</b>	
<b>Phone Number</b>	
<b>Email Address</b>	

## Questions

<b>Will you be receiving credit for your internship through your school?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you worked in an office environment before?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>In a brief paragraph, explain why you would like to intern for the House Budget Committee.</b> Please use the space below.	
<b>How did you hear about our internship program?</b>	

## Certification

In signing below, I certify that the information provided in this application is accurate.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_