

# Internship Application

Thank you for your interest in applying for an internship position with the Majority Staff of the House Budget Committee.

Please submit your Application, Resume, One Page Writing Sample, and Cover Letter as one 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: Gary Haglund  
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 15<sup>th</sup>  
Spring Term – November 15<sup>th</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>		
Will you be receiving credit for this internship? <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 (approx. 9-1)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Afternoon (approx. 1-5)</b>	<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>	
<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 \_\_\_\_\_