Congressman Michael C. Burgess, M.D.

Congressional District Internship Program

Congressional District Internship Program Overview

General Responsibilities:

- Assisting with congressional events
- Special projects
- Greeting constituents
- Filing
- Additional administrative tasks
- Research
- Constituent correspondence
- Data entry
- Answering the telephone

Skills Required:

- Good communication skills
- Punctuality
- Attention to detail
- Ability to follow instructions
- Ability to complete tasks efficiently and thoroughly
- Excellent writing skills
- Solid computer skills
- Professional demeanor
- Ability to work independently

Please Note: This internship is unpaid. It may be possible to arrange academic credit from your educational institution for an internship; contact department intern coordinator for more information. After the successful completion of the internship, recommendations will be provided to interns, based on performance.

Along with the application on the following page, please include the following:

- In an essay, please describe why you are interested in being an intern. This essay should be typed, double-spaced and 1,000 words or less.
- Resume
- One writing sample

Type of Internship (you may check more than one of the following items):

Season	Summer ☐ Fall ☐ Winter ☐ Spring ☐
Dates and Hours Available	
Office	Lewisville ☐ Fort Worth ☐

Application Deadlines:

- **Summer 2011:** deadline is March 4, 2011
- **Fall 2011:** deadline is August 5, 2011
- **Winter (mid Dec 2011-mid Jan 2012):** deadline is November 4, 2011
- **Spring 2012:** deadline is December 2, 2011

Submit application materials to:

Robin Vaughan, District Administrator
Office of Congressman Michael C. Burgess
1660 S. Stemmons Freeway, Suite 230
Lewisville, TX 75067
Phone: (972) 434-9700
Email: robin.vaughan@mail.house.gov

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Congressional District Internship Program
Application Form

Contact Information	
Full Name	
Mailing Address	
City, State and Zip Code	
Home Phone	
Mobile Phone	
E-Mail Address	
Security Clearance Information	
Social Security Number	
Date of Birth	
US Citizen	Yes ☐ No ☐
School Information	
School Attending	
School Address	
Year in School	
Major and Minor (if applicable)	
Type of Degree	High School Diploma ☐ Bachelors ☐ Masters ☐ Doctoral ☐
Anticipated Graduation Date	
Overall GPA. And class rank (if applicable)	
Will you receive school credit for your internship?	Yes ☐ No ☐ If yes, please include academic requirements with your application.
If yes, school staff contact name and phone number	
Honors	
Activities	

References (do not include family members or friends)

Reference One		**Reference Two**	
Name		Name	
Relationship		Relationship	
Address		Address	
Phone		Phone	
Email		Email	

Reference Three	
Name	
Relationship	
Address	
Phone	
Email	

For more information visit burgess.house.gov

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Agreement

Federal law requires that you agree in advance and in writing to serve without compensation, not to make any future claim for payment, and to acknowledge that your voluntary service does not constituent employment with the U.S. House of Representatives. If you understand and agree with this statement please sign and date below.

_____ _____

Signature **Date**

_____

Printed Name