

# ***INTERNSHIPS*** in the *District Offices of* ***U.S. Congressman Michael C. Burgess, M.D. (TX-26)***



## **Lewisville**

1660 S. Stemmons Fwy.  
Suite 230  
Lewisville, TX 75067  
Phone: (972) 434-9700  
Fax: (972) 434-9705

## **Fort Worth**

1100 Circle Drive  
Suite 200  
Fort Worth, TX 76119  
Phone: (817) 531-8454  
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***General responsibilities:***

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

***Skills required:***

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

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.

***Please submit a letter of interest, your resume and availability to:***

Robin Vaughan, District Office Manager  
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