CONGRESSIONAL INTERNSHIPS

CONGRESSMAN DAN BENISHEK M.D.
MICHIGAN’S FIRST DISTRICT

514 CANNON HOUSE OFFICE BUILDING
WASHINGTON, DC 20515-2201
WWW.BENISHEK.HOUSE.GOV
Dear Applicant:

Thank you for your interest in a congressional internship in my office. A congressional internship will give you a firsthand look at our county’s democracy at work. Working and living in our nation’s capital—the world’s most influential city—is an experience like no other.

No matter in what direction your career ambitions may take you, I am confident that a congressional internship will provide you with added professional skills to enter the workforce. As you may discover, working on Capitol Hill or in a district office in Michigan can feel overwhelming at first, but it is a rewarding experience that you will remember for the rest of your life.

Please use the information enclosed in this packet to submit an internship application to my office. And whether or not you become an intern, I would like to sincerely wish you the best of luck in your future endeavors.

Best wishes,

Dan Benishek M.D.
Member of Congress
Michigan’s First District
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Required Materials Checklist

☐ Application for Internship
   > Complete entire application form.
   > Please type or print neatly.
   > Make sure to sign and date application form.
   > Include a brief (250 to 500) word statement of interest.

☐ Resume
   > Include employment history, community service, and extracurricular activities.
   > Provide professional references for work experience.

☐ Letters of Recommendation
   > Please include 2 letters.
   > Should be from people who applicant knows personally, and should attest to applicant’s character, motivation to serve, and integrity.
   > Include academic references or a current transcript.
   > Letters should be emailed directly to Congressman Benishek’s Washington, DC Office (See email address below).

Please email: [Application form | Resume | Letters of recommendation] to:

benishekinternships@mail.house.gov

Applicants may also fax their materials to:

202-225-4710
Frequently Asked Questions

Q. What will I be doing as an intern?
A. Interns in Congressman Benishek’s office will be assigned to a wide array of tasks. These tasks include, but are not limited to, sorting and responding to constituent mail, answering phone calls, researching legislation, drafting cosponsorship memoranda and other general office work. There will also be opportunities to attend hearings, conferences, and explore Washington, DC.

Q. What kind of hours will I work?
A. Washington and district work hours will generally be 9 am to 5 pm local time. However, phones will be answered until 6 pm EST, as a portion of the district is on Central Time (CST). Interns will never be advised to work late into the evening or on weekends.

Q. How long do internships last?
A. Generally, internship sessions in the fall and spring will last the length of a college semester (i.e. September through November). Summer internship sessions vary depending on factors including the number of interns accepted. Generally, there are two sessions for summer internships that last approximately six weeks each.

Q. Will I get paid during my internship?
A. Internships in Congressman Benishek’s office are unpaid. As you may be aware, however, many universities offer college credits for congressional internships. Please check with your university’s internship coordinator for more information.

Q. Where will I be living?
A. Finding housing and related expenses will be your responsibility. Congressman Benishek’s office, however, will be happy to assist you if you have questions about finding a place to live. The first place to check is with your local university’s internship coordinator.

Q. Will there be a training session when I arrive?
A. Yes, there will be a one-day training session to acquaint you with office procedures and staff. Upon acceptance, interns will be emailed our office guide book and directed to review certain sections prior to arriving. Interns will also be given a copy of our Washington Visitors Guide before they arrive.
CONGRESSIONAL INTERNSHIPS

CONGRESSMAN DAN BENISHEK M.D.
MICHIGAN'S FIRST DISTRICT

- INTERNSHIP APPLICATION -

FULL NAME: ________________________________

First

Last

CURRENT ADDRESS:

________________________________________

Street

________________________________________

Apt./P.O Box

City

State

Zip

PERMANENT ADDRESS: (If different from current address)

________________________________________

Street

________________________________________

Apt./P.O Box

City

State

Zip

PHONE NUMBER: ____________________________

CELL NUMBER: ____________________________

EMAIL: _________________________________

UNIVERSITY INFORMATION

Name of Institution

________________________________________

Major

City

State

Zip

Enrollment Date

Graduation Date

GPA

ARE YOU A RESIDENT OF MICHIGAN’S FIRST DISTRICT?  ☐ YES  ☐ NO

ARE YOU A RESIDENT OF MICHIGAN?  ☐ YES  ☐ NO

TERM PREFERENCE:

☐ SPRING 2014  ☐ SUMMER 2014  ☐ FALL 2014

I certify that the information contained on this form and in my applicant pack is true and complete to the best of my knowledge.

SIGNATURE: ________________________________

DATE: ________________________________