



Congresswoman Barbara Lee
California, 9th District

INTERNSHIPS AVAILABLE

My Oakland District Office is pleased to offer internships to students currently enrolled in an accredited institution who live or attend school in the 9th Congressional District. The internships are unpaid, but I will be glad to help you secure credits for your internship through your learning institution.

Intern Duties

- Provide direct service to constituents of the 9th Congressional District
- Draft Congressional correspondence
- Track local issues and events
- Conduct legislative research
- Perform administrative tasks including but not limited to answering telephones, data entry, mail processing, and assisting staff as needed

Requirements

- Must be a student currently enrolled at an accredited institution who lives in or attends school in the 9th Congressional District
- Must have a valid government issued identification to gain access to the Ronald V. Dellums Federal Building
- Applicants must be at least 17 years of age or entering your senior year of high school
- There is a minimum commitment of 2 days per week (8 hrs/week for Fall/Spring, and 12 hrs/week for Summer) for 3 months

How to Apply

1. Send a **cover letter**, **resume**, and **writing sample** to:

ATTN: Internship Coordinator
Office of Congresswoman Barbara Lee
1301 Clay St. Suite 1000-N
Oakland, CA 94612

Fax: 510-763-6538

E: Lee-DOInternships@mail.house.gov

The cover letter should indicate the dates of your availability. The writing sample should be no more than 3 pages.

2. The intern coordinator will contact you upon receipt of your materials to provide you with an **Internship Application**. Please complete and return at your earliest convenience to be considered for an interview.

There is no application deadline and applications are accepted on a rolling basis until the positions are filled.

For More Information

Contact the Intern Coordinator at the District office at (510) 763-0370 or go www.lee.house.gov.