

To Whom It May Concern:

An internship in the office of Senator Cantwell offers individuals an opportunity to serve the public through the federal government. Throughout the year, the internship programs in offices throughout Washington State allow students to work directly with congressional aides and get an inside view of the way a Congressional office operates. Internships develop professional skills and offer students the opportunity to explore future careers in public service.

In the State offices, interns have the opportunity to work directly with the public and staff members and will learn firsthand about the constituent advocacy process. Responsibilities include fielding constituent requests, communication with federal government agencies, extensive research and interaction with the public and local groups. Interns may attend briefings with concerned citizens and organizations.

**QUALIFICATIONS:** Applicants must be motivated, organized, and able to work in a team setting. Internships are open to students of any degree program. Responsibility and flexibility are key qualifications as well as an interest in writing, research and interfacing with the public. Preference will be given to students who have completed one year of academic credits.

**PROGRAM OUTLINE:** Internships are available throughout the year and applications are accepted on a rolling basis. Commitments based on school schedules, either semester or quarter, can be accommodated. Internships are unpaid, but available for school credit, if approved by the college/university. Hours and schedule are negotiable, but a regular weekly schedule must be arranged. A minimum of 15 hours per week is encouraged.

**REQUIRED DOCUMENTS:**

- Internship Application (available on our website: <http://cantwell.senate.gov>)
- Cover letter explaining your interest in interning in Senator Cantwell's office
- Resume
- One page writing sample (NOT to exceed one page)

For additional information, please contact the internship coordinator:

Office of U.S. Senator Maria Cantwell  
Attn: Internship Coordinator  
Jackson Federal Building  
915 Second Ave., Suite 3206  
Seattle, WA 98174  
(206) 220-6400 phone  
(206) 220-6404 fax  
[intern\\_coordinator@cantwell.senate.gov](mailto:intern_coordinator@cantwell.senate.gov)