



To Whom It May Concern,

The Issaquah District Office of Congressman Dave Reichert is excited to announce we are now accepting internship applications. Interns are an integral part of our office, assisting constituents and staff.

This is an excellent opportunity for students to gain first-hand knowledge on the inner workings of the federal government. Internship responsibilities include, but are not limited to, researching constituent requests, drafting correspondence, constituent outreach, keeping up to date on local and national issues, and data entry. There are also opportunities for long-term research and outreach projects.

We are looking for applicants interested in government, law, public policy, or social sciences. A competitive candidate will be energetic, self-motivated, possess strong communication skills, and be familiar with Microsoft Office.

Our unpaid internship runs through March or April and we offer flexible scheduling based upon the student's schedule. If you are interested in applying or have any questions, please contact me at 425-677-7414 or [Kelley.Goetz@mail.house.gov](mailto:Kelley.Goetz@mail.house.gov).

Sincerely,

A handwritten signature in dark ink that reads "Kelley Goetz". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Kelley Goetz  
Constituent Services Liaison  
Representative Dave Reichert (WA-08)  
22605 SE 56<sup>th</sup> St, Suite 130  
Issaquah, WA 98029  
425-677-7414 (Office)  
425-270-3589 (Fax)

**Representative Dave Reichert**  
**Member of Congress**  
**8<sup>th</sup> Congressional District – Washington State**  
***www.reichert.house.gov***

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**Internship Application**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Parent/Guardian Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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I am applying for an internship during:

- ☐ Fall (Sept.-Dec.)
- ☐ Spring (Jan.-April)
- ☐ Summer (May-Aug.)

I am applying for an internship at:

- ☐ Washington, DC Office
  - ☐ Issaquah Office
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College or University attending: \_\_\_\_\_

School Address: \_\_\_\_\_

\_\_\_\_\_

Major: \_\_\_\_\_ Dept. Phone: \_\_\_\_\_

Will you be receiving credit for the internship? \_\_\_\_\_

How did you hear about our internship program?

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Activities/Interests:

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What would you like to learn from this internship? Why?

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Please include with your application:

- Cover letter
- Resume
- At least two writing samples
- Two letters of recommendation

Please send the above information to [Kelley.Goetz@mail.house.gov](mailto:Kelley.Goetz@mail.house.gov) or mail to:

Office of Congressman Dave Reichert  
Attn: Kelley Goetz  
22605 SE 56<sup>th</sup> St, Ste 130  
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