



# CONGRESSMAN EMANUEL CLEAVER II



[www.house.gov/cleaver/contactinternship.html](http://www.house.gov/cleaver/contactinternship.html)

## internships

Thank you for your interest serving as an intern in my office. The internship program has been designed to offer students and recent college graduates a unique opportunity to learn about the inner workings of Congress and to gain a greater understanding of the political process by experiencing it firsthand.

Although internships are unpaid positions, interns are treated as full participants in my Congressional office. As such, it is important for them to be professional, organized, and motivated. Interns play an integral part in the busy atmosphere of a Congressional office. The tasks you will be expected to perform will include, but are not limited to, the following:

- \* Responding to constituent requests
- \* Researching and following legislation
- \* Assisting with special projects
- \* Assisting with constituent casework
- \* Answering telephones
- \* Guiding tours
- \* Contacting various government agencies
- \* Correspondence
- \* General office work
- \* Data Entry
- \* Delivering or receiving information to and from other Congressional offices

During an internship, you may have the opportunity of attending meetings on behalf of staffers, attending Congressional receptions, visiting the House Floor, and working in close conjunction with a professional office staff in various areas of policy. It is my sincere hope that all our interns will take advantage of opportunities as they arise and will utilize their time in my office to gain an invaluable educational and professional experience.

To apply for an internship in the Washington, D.C., please contact Kristen Handley in my Washington, D.C. Office at 202-225-4535.

To apply for an internship in the District, please contact Genaro Ruiz in my Kansas City Office at 816-842-4545.