

Dear applicant:

Thank you for your interest in the internship opportunities available in the office of Congressman Mac Collins. The purpose of the program is to offer students and recent college graduates an opportunity to witness and participate in the day to day operations of a congressional office. The program seeks to provide valuable work experience in an extremely dynamic environment.

Interns who work in the Washington or Georgia offices carry out a combination of administrative duties. The general responsibilities include answering the telephones; data entry; conducting tours; and assisting with special projects including legislative research, assisting with mail, and attending hearings. Spring and summer internships are non-paid positions and all interns are responsible for his or her housing.

There is a great opportunity for learning not only the functions of a congressional office, but about Mac Collins' role as a Member of the U.S. House of Representatives. Our goal is to make the internship a rewarding experience. Enclosed please find an application for our internship program. Please complete and return the enclosed application to the attention of

Bo Bryant
Chief of Staff
Office of Congressman Mac Collins
1131 Longworth House Office Building
Washington, D.C. 20515

Please include a minimum of one recommendation along with your application. If you have any questions, please visit my website at www.house.gov/maccollins/intern or contact one of my three offices via phone. Thank you for your interest.


Member of Congress



Internship Application

For Congressman Mac Collins

Dates Available: _____

Full Name: _____

Social Security Number: ___ ___ / ___ ___ / ___ ___

Birthdate: ___ - ___ - ___

Permanent Home Address

Street: _____

City: _____ State: _____ Zip Code: _____

Permanent Phone: (____) _____

Present School, Mailing & Email Address

Name of School: _____

Current Address: _____

Current Phone: (____) _____

Email Address: _____

School Information

Major: _____

Minor: _____

___ Freshman ___ Sophomore ___ Junior ___ Senior

___ Fifth Year ___ Graduate Student

Expected Date of Graduation: _____

Number of Course Credits You Anticipate (if any): _____

Name and Phone of Program

Coordinator: _____

(_____) _____

Cumulative GPA: _____

Special training or skills related to Academic Major:

Work Experience (Start With Most Recent):

Employer: _____

City/State: _____

Dates: _____

Responsibilities: _____

Employer: _____

City/State: _____

Dates: _____

Responsibilities: _____

Employer: _____

City/State: _____

Dates: _____

Responsibilities: _____

Additional Information

Extracurricular Activities:

- _____
- _____
- _____
- _____

Honors & Awards:

Areas of Interest:

What would you like to accomplish with this internship?

Complete this form and fax it to Congressman Mac Collins at (202) 225-2515
or mail it to:

Congressman Mac Collins
Att: Intern Coordinator
1131 Longworth House Office Building
Washington, DC 20215