



Office of U.S. Congressman Peter J. Roskam

STUDENT DISTRICT OFFICE INTERNSHIPS

Internship Description:

Peter Roskam's Congressional Office is looking for highly motivated college students interested in experiencing first-hand the political process as they participate in a comprehensive internship program. They will assist constituents of the 6th Congressional District of Illinois, answering their inquiries, providing resources, and advocating for them.

Interns at the District Office in Illinois have the opportunity to experience the inner workings of a local Congressional office, assisting with fielding questions and responding with appropriate comments, performing constituent services, doing outreach event planning, becoming conversant with legislative positions, completing research projects, and aiding with administrative tasks.

Interested candidates should apply promptly as internship spaces are limited. Internships are available during your school's fall and spring semesters as well during summer break. We can customize your internship to your school's schedule and class hours.

Time Frames:

Summertime 2018

Early or mid-May to Late August
Final Deadline to apply: April 13, 2018

Fall Semester 2018

September to Mid-December
Final Deadline to apply: August 17, 2018

Office Location and Contact:

2700 International Drive
Suite 304
West Chicago, IL 60185
P: 630-232-0006
F: 630-232-7393

Internship Contact Person:

Ryan Peterman
Constituent Services Manager
630-232-0006
ryan.peterman@mail.house.gov

Student Application Process:

Submission of Documents: may be e-mailed to Ryan, transcripts usually must be mailed to the District Office

1. Transcripts
2. Resume
3. Brief statement of interest
4. Writing skills sample – submit class paper, news editorial; political or not; 1000+ words.
5. 2 letters of reference – obtain from professors, employers, coaches, advisors, not relatives.

Other Requirements:

1. Face-to-face interview
2. Work a 200 hour internship – ordinarily at least 2 days per week for 12.5 weeks, but customization is possible based on your schedule.

Main Learning Objectives for Interns:

1. Learn to converse with constituents regarding their viewpoints on pending federal legislation, sharing the Congressman's voting record and political philosophy.
2. Learn to serve constituents who have issues regarding their dealings with government agencies, such as USCIS (Immigration), IRS, Social Security, Medicare, and the Department of Veterans Affairs.
3. Learn to collect and organize data which enables the Congressman and his staff to best represent the constituents of the 6th District and better perform their duties.

Congressional Office Agreement:

1. Fulfillment of requirements – submits paperwork and reporting with your school, if necessary.
2. Thorough training – exposure to data bases, websites, customer service and phone protocol.
3. Contact with the Congressman – lunch or meeting with
4. Customized work schedule – planned around your class and/or employment schedule
5. Letters of recommendation – can be provided when you seek future employment