

# Internship Application

Office of Congressman John K. Delaney





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## Office of Congressman John K. Delaney

□ Gaithersburg, MD □ Hagerstown, MD □ Washington, D.C.

Thank you for your interest in the internship program in the office of Congressman John K. Delaney. We are looking for highly qualified students or recent college graduates to serve as interns in his offices in Washington, DC, Gaithersburg, and Hagerstown. Interns are an integral part of the team and are given substantial opportunities to learn and grow in a fast-paced and active office.

### INTERNSHIPS IN THE WASHINGTON, D.C. OFFICE

First-hand experience in Congressman Delaney's Washington, D.C. office will provide interns with an unparalleled knowledge and understanding of the development of public policy and governmental affairs. Intern responsibilities include drafting letters to constituents, conducting legislative research, drafting memos, assisting with front office duties, and performing basic administrative tasks.

The internship provides different opportunities to meet with staff to discuss their experiences on the Hill and future employment strategies. Interns will also have the opportunity to learn more about the executive agencies and some of Washington's most fascinating attractions through office organized tours.

Additionally, interns will receive unique insight into the financial issues our country faces today as a result of the Congressman's position on the House Committee on Financial Services and the Joint Economic Committee. The [House Committee on Financial Services](#) has jurisdiction over issues pertaining to the economy, the banking system, housing, insurance, and securities and exchanges. Additionally, the Committee has jurisdiction over monetary policy, international finance, international monetary organizations, and efforts to combat terrorist financing. The [Joint Economic Committee](#) (JEC) is a bicameral Congressional Committee composed of ten members from each the Senate and the House of Representatives. The JEC's primary responsibility is to study and report on matters relating to the nation's economy, and to propose recommendations for improving the economy.

### INTERNSHIPS IN THE GAITHERSBURG & HAGERSTOWN DISTRICT OFFICES:

Interns in Congressman Delaney's district offices will gain an understanding of the constituent services he provides for the residents of his district. The Congressman views the delivery of accurate, prompt, and precise constituent services as the primary mission for each of his district offices.

The role of an intern, therefore, is an important and critical part of the District Office. It takes a high level of organization, the ability to multi-task, a cool phone temperament, and a tremendous amount of flexibility.

Intern responsibilities include drafting letters to constituents and local organizations, ensuring constituent concerns are appropriately addressed by the correct staff member, and assisting with office duties. Additional responsibilities may include assisting district office staff with projects and accompanying staff and the Congressman when they go to public events.

#### **APPLICATION PROCESS:**

Please e-mail the completed application along with a cover letter, resume, and writing sample to [MD06.Internships@mail.house.gov](mailto:MD06.Internships@mail.house.gov). In the title of your e-mail, indicate which semester you are writing in application for (ex. "Summer Congressional Internship Application"). In the body of your e-mail, indicate the office you are applying to intern with. Cover letters should be addressed to the attention of the appropriate office coordinator:

#### **Gaithersburg:**

The Honorable John K. Delaney  
Attention: Toni Byrd  
9801 Washingtonian Boulevard  
Suite 220  
Gaithersburg, MD 20878

#### **Hagerstown:**

The Honorable John K. Delaney  
Attention: Tristan Fernandez  
6 West Washington Street  
Suite 210  
Hagerstown, MD 21740

#### **Washington, DC:**

The Honorable John K. Delaney  
Attention: Chris MacKenzie  
1632 Longworth House Office Building  
Washington, DC 20515