



CONGRESSMAN MIKE HONDA CALIFORNIA, 15th DISTRICT

My office is pleased to offer internships to eligible graduate and college-level students in order to further a student's educational and professional goals. An internship in a congressional office affords students with a unique perspective into the how the federal government functions.

The internships are unpaid, but I will be glad to help you secure credit for your internship through your college or university. Both part-time and full-time internships are available in the Washington, DC and Campbell, CA offices.

INTERN DUTIES

- Attend legislative hearings and community meetings
 - Track local issues and events
 - Conduct legislative research
 - Draft Congressional correspondence
 - Perform administrative tasks such as mail processing, data entry, answering telephones, and assisting staff when needed
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HOW TO APPLY

1. Contact Danielle Duong at the district office at (408) 558-8085, our DC office at (202) 225-2631 or visit the website for further information:

<http://honda.house.gov/Internships.shtml>

Download and print the application:

http://honda.house.gov/pdf/Internship_Application_Form.pdf

2. Send a cover letter and resume with your completed application.

- Applicants for internships in the Washington, D.C. office should fax their resumes to 202-225-2699.
- Applicants for internships in the Campbell, CA office should fax their resumes to 408-558-8086.

3. Following receipt of these materials, the intern coordinator will contact you to schedule an interview.

APPLICATION DEADLINE

There is no application deadline, and new interns are accepted throughout the year.

Please keep in mind that the summer is a popular time for internships, and there is a limit to the number of interns who may work in the office due to space constraints. Preference will be given to those residing in the fifteenth district of California.