

Internship Application



Congressman Jim Costa
U.S. House of Representatives
16th District, California
www.costa.house.gov

GENERAL INFORMATION

Congressman Jim Costa offers internships to qualified college students and graduates who are interested in gaining hands-on experience in a congressional office. Full and part-time unpaid internships are offered year-round in our Washington D.C. office and in our California district offices in Fresno and Merced.

In our Washington office, internships allow students to actively observe the legislative process while participating in the administrative operations of a congressional office. Intern responsibilities include attending hearings, researching legislative issues, responding to constituent inquiries, processing tour and flag requests, opening and routing incoming mail, giving tours of the Capitol, and performing general office duties.

In our Fresno and Merced offices, interns will gain hands-on experience interacting with constituents, elected officials, and community leaders. Interns will assist staff members in a variety of projects, attend community meetings and events, and communicate with state and federal agencies on behalf of District constituents to address their concerns.

Terms and dates of internships are flexible to accommodate course credit requirements and quarter and semester students. College graduates, who are interested in pursuing professional opportunities in government-related fields, are also encouraged to apply. Please remember that space is limited in all three offices, thus you are encouraged to call the office of your choice prior to mailing your application to confirm space availability. We look forward to having you on board!

Please submit completed Internship Application to the appropriate office listed below:

Congressman Jim Costa
Intern Coordinator, Fresno
855 M Street, Suite 940
Fresno, CA 93721

Phone: (559) 495-1620
Fax: (559) 495-1027

Congressman Jim Costa
Intern Coordinator, Merced
2222 M Street, Suite 305
Merced, CA 95340

Phone: (209) 384-1620
Fax: (209) 384-1629

Congressman Jim Costa
Intern Coordinator, Washington
1314 Longworth HOB
Washington, D.C. 20515

Phone: (202) 225-3341
Fax: (202) 225-9308

Internship Application
Congressman Jim Costa

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PERSONAL INFORMATION

Name: _____

Permanent Address: _____

City: _____ State: _____ Zip _____

Phone Number: _____ Cell Phone Number: _____

E-mail address: _____

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EDUCATION

School attending: _____

Major: _____ Units Completed: _____

Minor (if applicable): _____ Units Completed: _____

Expected Graduation Date: _____

High School attended: _____

Graduation Date: _____

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EDUCATION (continued)

List computer skills you have a working knowledge of:

Please list any foreign languages you speak fluently, if any:

CAREER DEVELOPMENT INFORMATION

Do you have any volunteer experience? If so, please describe.

What professional skills are you interested in developing during your internship?

What are your ultimate career goals?

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OTHER REQUIRED INFORMATION

- Dates available: _____ to _____
- Times available: _____ to _____
- Days available: _____ to _____
- Will you receive academic credit? _____

- Include a copy of your résumé.
- Include two letters or recommendation, one from an academic source (professor) and one from a professional source.

Résumé and Letters of Recommendation should be attached after this page of the Internship Application Packet.

I hereby certify all information provided above is accurate and correct to the best of my knowledge:

Signature: _____ Date: _____

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ESSAY QUESTION

Please attach a typed, one page, 250 words or less essay addressing the following:
“Describe in detail why would you like to intern for Congressman Jim Costa?”

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WRITING SAMPLE

Please attach a writing sample, no more than ten pages and no less than three pages, dated within a year of this application.