

# Legislative Internships and How to Apply

updated 8/12/2024

## State legislature

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### Assembly Democrats:

- **How to Apply:** Please apply through our Wisconsin Legislative Internship application on the Legislative Human Resources Office: <https://legis.wisconsin.gov/lhro/internships/>. Interviews for summer internships will take place at the end of March/beginning of April.
  - You will need to attach a resume, cover letter, and writing sample (5 pages max) as part of the application.
- Internships with the Wisconsin State Legislature are unpaid but will provide valuable experience and helpful insight into state government. They will also create an opportunity to meet Assembly leadership and build a network in Madison politics.
- We are looking for students that are available for at least 8 hours per week and are interested in state government, politics, or communications. Interns will be placed with the office that best fits their interests and strengths. Most offices will need help Mon-Fri, 9:00am-5:00pm.
- Students benefit from a wide range of hands-on learning opportunities that provide valuable political experience, helpful insight, and a unique look inside state government operations. Some of the responsibilities associated with a Democratic Assembly internship are:
  - **Constituency Work** – Consists of responding to comments sent in by individuals, meeting with area residents, and working with local, state, and federal agencies to resolve constituent problems.
  - **Legislation** – Tracking current legislative proposals that have been introduced, researching new policy topics for future legislation, and drafting legislative proposals for introduction in the Assembly. Interns also have many opportunities to observe Assembly committee meetings, state budget deliberations, legislative sessions, and other State Capitol events.
  - **Press** – Includes tracking local media sources for references to state and local politics of interest, drafting press releases and editorials, and preparing remarks and speeches.
  - **Data Entry** – Working with our computer database to enter incoming constituent contacts, track constituent opinions, and update electronic records.
- Intern contact: Primary: Justin Brock [justin.brock@legis.wisconsin.gov](mailto:justin.brock@legis.wisconsin.gov); Caucus: Adrian Catacutan [adrian.catacutan@legis.wisconsin.gov](mailto:adrian.catacutan@legis.wisconsin.gov)

### Senate Democrats: <https://legis.wisconsin.gov/senate/democrats/internship-program/>

- **How to Apply:** Please apply through our Wisconsin Legislative Internship application on the Legislative Human Resources Office: <https://legis.wisconsin.gov/lhro/internships/>. send your current resume and a cover letter outlining your interest in this position to [AsmDemInternships@legis.wisconsin.gov](mailto:AsmDemInternships@legis.wisconsin.gov). Interviews for summer internships will take place at the end of March/beginning of April.
  - You will need to attach a resume, cover letter, and writing sample (5 pages max) as part of the application.
- The Senate Democratic Caucus is looking for students who are interested in getting first-hand experience working in legislative offices. Internships with a Senate Democratic office provide valuable, hands-on involvement in the political process and a behind-the-scenes look at office operations. During their internships, students have the opportunity to work closely with staff and legislators, attend committee hearings and legislative proceedings, and build a personal network in Wisconsin politics.
- They are looking for interns with strong writing skills, familiarity with state politics, and passion for assisting constituents. Interns are expected to work 8-10 hours per week between the hours of 9 am – 5 pm, Monday through Friday.
- Paid and unpaid internships are available.

- There are three internships sessions each year:
  - Spring Semester Internships (January to May): Applications open in November
  - Summer Internships (May to August): Applications open in March
  - Fall Semester Internships (August to December): Applications open in June
- Contact: Primary: Justin Brock at [justin.brock@legis.wisconsin.gov](mailto:justin.brock@legis.wisconsin.gov) or Caucus: Margie Berkowitz at [sendeminternships@legis.wisconsin.gov](mailto:sendeminternships@legis.wisconsin.gov).
- Applicants can also apply directly to individual offices. Not many offices have an internship application online but some do.
  - Sen. Agard: <https://legis.wisconsin.gov/senate/16/agard/constituent-services/internship-application/>
  - Sen. Johnson: <https://legis.wisconsin.gov/senate/06/johnson/connect-with-me/intern-with-senator-johnson/>
  - Sen. Larson: <https://legis.wisconsin.gov/senate/07/Larson/internships/>
  - Sen. Smith: <https://legis.wisconsin.gov/senate/31/smith/contact-me/internship-application/>

**Assembly Republicans:** <https://legis.wisconsin.gov/assembly/republicans/employment/>

- There will not be any legislative internships starting until January 2025. Leadership offices will begin interviewing September/October 2024 for the Spring Semester.
- **How to Apply:** Please apply through our Wisconsin Legislative Internship application on the Legislative Human Resources Office: <https://legis.wisconsin.gov/lhro/internships/>.
  - You will need to attach a resume, cover letter, and writing sample (5 pages max) as part of the application.

#### Senate Republicans

- **How to Apply:** Please apply through our Wisconsin Legislative Internship application on the Legislative Human Resources Office: <https://legis.wisconsin.gov/lhro/internships/>.
  - You will need to attach a resume, cover letter, and writing sample (5 pages max) as part of the application.

## US Senate

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### Senator Tammy Baldwin

Fall internship in Madison: The official government office of U.S. Senator Tammy Baldwin in Madison is looking to hire a limited number of student interns for the Fall 2024 semester. Student interns will have the opportunity to interact with state staff on a variety of matters, including constituent correspondence, legislative concerns, casework, and office communications. Strong candidates will have excellent written and verbal communication skills and be capable of working independently on a wide variety of tasks. Other valued qualities for this position include attention to detail, customer service, and the ability to work in a fast-paced environment with a pleasant, professional manner. Interns must be able to work 10 hours per week, and will be compensated at the rate of \$15 per hour. They will be accepting applications until August 9th at 11:59PM. Schedules are made upon a student's availability.

Please note: Senator Baldwin's office participates in E-Verify and will require a Form I-9 to provide to the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to confirm that one is authorized to work in the U.S.

- Application and information here for DC, Madison and Milwaukee offices: <https://www.baldwin.senate.gov/help/students/internship-application>
- Need to set up an account to apply.
- Timelines for district internships and DC internships vary.
- Internships are paid.
- If you have any questions regarding the internship program, please email [inquiry@baldwin.senate.gov](mailto:inquiry@baldwin.senate.gov)
- Intern contact: Josue Peralta, [josue\\_peralta@baldwin.senate.gov](mailto:josue_peralta@baldwin.senate.gov).

### Senator Ron Johnson

- Full application details and information here: <https://www.ronjohnson.senate.gov/internships>
- Internship opportunities are available in all 4 offices: Oshkosh, Milwaukee, Madison and Washington, DC.
  - Internships in the Washington, DC office allow students to experience the legislative process firsthand. Washington office interns may assist with legislative research, attend committee hearings, conduct Capitol tours, and help with administrative duties.
  - Oshkosh, Milwaukee and Madison internships allow students to gain experience with casework, constituent services, and constituent outreach. Internship duties in any of the three offices can be tailored to a student's career goals and policy interests
  - Summer internships: completed packets are due the second Friday in March.  
Fall semester internships: completed packets are due the first Friday in August  
Spring semester internships: completed packets are due the first Friday in December
  - Internship opportunities are available year-round. Spring internships run from early January to May, the summer internships run from May to August, and the fall internships run from September to December. Start and end dates can be flexible to accommodate a student's academic semester schedule
- College students, graduate students, and recent graduates who are considering further education programs are encouraged to apply. College credit is available
- Any questions regarding internships in Senator Ron Johnson's office should be sent to [internships@ronjohnson.senate.gov](mailto:internships@ronjohnson.senate.gov).
- Intern contact: Jackson Radandt [jackson\\_radandt@ronjohnson.senate.gov](mailto:jackson_radandt@ronjohnson.senate.gov)
- Email material to [internships@ronjohnson.senate.gov](mailto:internships@ronjohnson.senate.gov). Unofficial transcripts are acceptable.
  - A one page resume
  - Two letters of recommendation
  - A college transcript
  - A writing sample in response to the following statement:  
Senator Ron Johnson's office is guided by the following 5 core values: teamwork, respect, integrity, professionalism, and loyalty. Choose one of these, and in a few paragraphs, discuss what that value means to you and how you demonstrate it.

## US House of Representatives

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### Representative Gwen Moore

- Interns will work in a fast-paced Congressional Office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Intern responsibilities include conducting legislative research, assisting with correspondence, as well as attending Capitol Hill briefings/webinars and congressional hearings. *This internship is paid.*
- They get hundreds of applicants. Summer is busiest, but not as many students apply in fall and spring. They prioritize students from the district and Wisconsin.
- Timeline: They will not be hiring interns this fall due to it being election season and a lull in legislative work. Spring: Applications open mid-Nov-mid-Dec. Internship is from mid-Jan-first week of May.

- Qualifications: Interns must have a good attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be able to find information with little assistance, be able to work both independently as well as part of a team environment and have strong attention to detail. Applicants should have working knowledge of current events and policy topics, as well as an interest in American Government. Wisconsin ties a plus.
- Requirements: To apply, send resume, cover letter (including availability), and two writing samples to [WI04DC.Internships@mail.house.gov](mailto:WI04DC.Internships@mail.house.gov)
- More information here: [2024 Summer Internship | U.S. Congresswoman Gwen Moore \(house.gov\)](#)
- Intern contact: Anna Whitwam [anna.whitwam@mail.house.gov](mailto:anna.whitwam@mail.house.gov)

### **Representative Tom Tiffany**

- Congressman Tiffany's office is looking for in-person paid interns in our Washington, DC office. Preferred candidates are conservative college students or recent graduates who pay close attention to detail, work well under deadlines, have a strong work ethic, and are interested in the legislative process. Strong communication skills are a must.
- Responsibilities include, but are not limited to: answering phones, corresponding with constituents, leading U.S. Capitol tours, attending Congressional hearings and briefings, assisting the press team with social media content, and completing legislative research projects. Ties to Wisconsin are preferred but not required.
- To apply please email a resume and cover letter directly to [mary.galey@mail.house.gov](mailto:mary.galey@mail.house.gov)

### **Representative Mark Pocan**

#### ***In the Madison, WI office***

- Internships run throughout the fall, spring or summer semesters for college students. Interns are engaged in a variety of activities in a Congressional office that focuses on constituent services. Candidates should possess strong communication skills, be able to work independently and have a positive attitude. Students from all backgrounds and academic majors are welcome to apply.
- Intern responsibilities include: capturing media clips, answering telephones, taking in and processing constituent letters, drafting correspondence to constituents and other agencies, and researching issues of importance. Opportunities exist for interns to focus on a specific area of interest.
- Applicants must be able to devote a minimum of 10 hours per week. Please submit application, resume and cover letter through the online Congressional Internship Form found below.
- Candidates of all backgrounds are encouraged to apply.
- Contact Diego Benitez at [Diego.Benitez@mail.house.gov](mailto:Diego.Benitez@mail.house.gov) at 608-258-9800 with any questions regarding internships in Madison, Wisconsin.
- Deadlines:
  - August 15 for fall
  - December 15 for spring
  - April 15 for summer
- Pocan Internship Form: <https://pocan.house.gov/services/internship-application>

#### ***In the Washington, DC office***

- Internships run throughout the fall, spring or summer semesters for college students. The hours are flexible to accommodate students' course schedules, but generally run 9:00 AM to 6:00 PM when Congress is in session, and 9:00 AM to 5:00 PM when not in session.
- In Washington, intern responsibilities will vary. They will be asked to answer phones, research legislation for the Member and legislative staff, attend hearings and briefings, compile and send press clips, and answer constituent letters on various issues before the House. As a result,

interns learn about the legislative process and the many other functions of a congressional office.

- Candidates of all backgrounds are encouraged to apply.
  - Deadlines:
    - August 8 for fall
    - November 15 for winter
    - March 15 for summer
  - Contact Alec Schwehm at [alec.schwehm@mail.house.gov](mailto:alec.schwehm@mail.house.gov) or 202-225-2906 with any questions regarding internships in Washington, D.C.
- Additionally, the Washington DC internship program offers paid internship positions.

### **Representative Glenn Grothman**

- Students interested in applying should be motivated, detail-oriented, display a strong work ethic, and interact well with constituents. In addition, applicants should have a strong interest in the legislative process and the function of Congress. Internship is in-person only.
  1. A monthly stipend will be provided to individuals selected for the internship.
  2. Internship duties in the Washington, DC office may include:
    1. Answering constituent phone calls and directing them appropriately
    2. Researching legislation for the Member and legislative staff
    3. Attending congressional hearings and policy briefings
    4. Answering constituent letters on various issues before the House
    5. Helping the communications/press team
    6. Conducting Capitol tours for constituents and other guest
    7. Other projects as assigned by the staff.
- To apply, please email your resume to [Wisconsin.Resumes@mail.house.gov](mailto:Wisconsin.Resumes@mail.house.gov). Ties to the state of Wisconsin are preferred, but not required.
- Fall Session usually runs Late August through Early December. The Spring session usually will run from Mid-January till the beginning of recruiting for the Summer semester in May. There aren't set dates for when people can apply. Usually, the office will advertise the position starting early November.
- The Summer internship session will begin in May and continue through July. The hours are flexible to accommodate students' course schedules, but generally run 8:30 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session.
- Intern contacts:
  - Brooke Morgan for DC: [Brooke.Morgan@mail.house.gov](mailto:Brooke.Morgan@mail.house.gov)
  - Kayla Jahns for in-district Fond du Lac office: [kayla.jahns@mail.house.gov](mailto:kayla.jahns@mail.house.gov)

### **Representative Bryan Steil**

- In the Washington, DC office
  - Internships run throughout the fall, spring or summer semesters for college students. The hours are flexible to accommodate students' hectic course schedules, but generally run 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session.
  - Interns can be paid dependent on hours worked.
  - They may be asked to answer phones, run errands, research legislation for the Member and legislative staff, attend hearings and briefings and answer constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office.
- In the District office
  - Internships run throughout the fall, spring or summer semesters for college students. Interns may be asked to do a variety of things, including day-to-day office work such as answering phones, writing

letters and assisting with media clips. In addition, interns may be assigned to assist in various constituent case work or work on District-based projects of importance.

- To apply:
  - There is an application here (<https://steil.house.gov/services/internships>), but interested students are strongly encouraged to send their resume and a writing sample directly to Intern contact: Austin Graham [austin.graham@mail.house.gov](mailto:austin.graham@mail.house.gov).
    - Applicants must include a resume, cover letter, writing sample, references, and what semester (Spring, Summer or Fall) that they would like to intern.
    - Interviews are usually in early March for Summer, August for Fall, and November for Spring
    - Internship application deadlines: Summer-March 15<sup>th</sup>; Fall-August 15<sup>th</sup>; Spring-December 15<sup>th</sup>
    - To apply for an internship in one of our offices, please complete and submit the Internship form: <https://steil.house.gov/services/internships/internship-form>

### Representative Scott Fitzgerald

The Office of Congressman Scott Fitzgerald (WI-05) is seeking to hire an organized, motivated, and detail-oriented student or recent graduate in his Washington DC office for a **paid Fall internship**.

- Internship responsibilities include answering constituent calls, conducting research, guiding tours of the U.S. Capitol, engaging in constituent correspondence, and assisting with special projects.
- Interested applicants should apply at <https://fitzgerald.house.gov/services/internships>
- The deadline to apply is **5:00 pm EST on Friday, August 2nd**. Wisconsin ties are encouraged but not required.

### Representative Derrick Van Orden

Students interested in applying should be motivated, detail-oriented, display a strong work ethic, and interact well with constituents. In addition, applicants should have a strong interest in the legislative process and the function of Congress.

- Internships run throughout the Fall, Spring and Summer semesters for college students. The hours are flexible to accommodate students' hectic course schedules: 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when Congress is not in session
- Interns can be paid dependent on hours worked
- Internship duties in the Washington, DC office may include:
  - Answering constituent phone calls and directing them appropriately
  - Conduct research on pertinent legislation for the Member and legislative staff
  - Attending congressional hearings and policy briefings
  - Answering constituent letters on various issues before the House
  - Lead US Capitol tours for constituents and other guests
  - Other projects as assigned by the staff
- To apply, please submit your resume via the Van Orden website at (<https://vanorden.house.gov/services/internships>), or you can email your resume directly to the Intern Coordinator, Clark Agnew ([clark.agnew@mail.house.gov](mailto:clark.agnew@mail.house.gov)). Ties to the state of Wisconsin are preferred, but not required
  - Applicants must include a resume, cover letter, references, as well as when they are interested in interning (Spring, Summer, or Fall)
  - Interviews are usually conducted in early March for the Summer program, August for the Fall program, and November for the Spring program
  - Intern Application Deadlines: Summer – March 15<sup>th</sup>; Fall – August 15<sup>th</sup>; Spring – November 15<sup>th</sup>
- Intern contacts:
  - DC: Clark Agnew – [clark.agnew@mail.house.gov](mailto:clark.agnew@mail.house.gov)

- If you are interested in our district office internship program, please contact Jill Grennan via email, at [jill.grennan@mail.house.gov](mailto:jill.grennan@mail.house.gov)