

Internship Opportunity Congressman George Miller's DC office

Thank you for your interest in Congressman George Miller's Washington, DC office. We will do everything possible to make your internship an exciting opportunity to learn valuable information and gain skills that will enhance your career possibilities.

Intern duties include:

- Answering phone calls and addressing constituent concerns in a cordial and polite manner.
- Assisting the Legislative Assistants with research.
- Provide staff led tours of the Capitol to constituents.
- Processing office mail.
- Assisting office staff with special projects related to the district or specific legislation.
- Assisting the Staff Assistant in processing flag requests and coordinating White House tours.

An internship is the best way to apply theory learned in class to an actual work situation. On the practical side, an internship can give you a leading edge in the job market. An internship listed on a resume shows that you have taken the initiative to obtain working experience, and, if you do a good job, may make you eligible to obtain a valuable letter of recommendation.

Internship duties depend on several things, including the length of time the internship lasts, your abilities and interests, as well as the needs of our office. Attitude toward the job and tact in human relations are every bit as important to successful internships as actual skill and knowledge. We always welcome your ideas and suggestions, and we hope that you will take an active role in your work and seek out every opportunity to learn.

On the other hand, you must be realistic and not expect to change the world on your first day. While we will make every effort to involve you in meaningful projects, some of the tasks you will be assigned may seem of a routine nature. They are, however, tasks that are very important to the operation of the office.

Expectations of an intern:

- Willingness to work hard wherever needed.
- Desire to learn.
- Ability to listen, follow directions, and ask questions.
- Reliable, discrete, and mature.
- Ability to work well with others.
- Willingness and ability to communicate with constituents from different ethnic and socioeconomic backgrounds.
- Good communication skills, written and oral.
- Know what "common sense" means and what it entails.
- Initiative.
- Ability to separate fact from opinion.
- Organizational skills; know how to prioritize assignments.