



Congresswoman Judy Chu – 27<sup>th</sup> Congressional District

District Office Internship Program

**Description:**

Students interested in interning with Congresswoman Chu's District Office in Pasadena will get the opportunity to learn about the 27<sup>th</sup> Congressional District. The unpaid internship will offer students valuable skills and a glimpse of the government agencies and structure.

**Job Functions:**

Interns are given key roles in various areas in the Pasadena District Office:

Constituent Casework – Interns assist caseworkers with data entry and help constituents with casework inquiries

Field Work – Interns will have the opportunity to shadow Field Representatives at community events and meetings pertaining to issues affecting constituents in the 27<sup>th</sup> Congressional District

Administrative – Interns will support the district office's service to constituents by answering phones, fielding constituent inquiries, filing, mailing, and sorting

**Skills and Knowledge Required:**

- Ability to multitask
- Office/administrative experience
- Communication skills
- Strong organization skills and attention to detail
- Ability to work with individuals of diverse backgrounds
- Understanding of government agencies and structure (local, county, state, and federal)
- Work efficiently and effectively as a member of a team
- Be able to meet deadlines and work under pressure
- Microsoft Office: Word, Excel, PowerPoint

To apply, please send resume, cover letter, and writing sample to internship coordinator, Cindy Lee at [Cindy.Lee@mail.house.gov](mailto:Cindy.Lee@mail.house.gov) or call the Office at 626-304-0110 for more information.