

Internship Application
Office of Congresswoman Louise M. Slaughter





Internship Application

Office of Congresswoman Louise M. Slaughter

Buffalo • Niagara Falls • Rochester • Washington, DC

Thank you for your interest in the internship program in the office of Congresswoman Louise Slaughter. We are looking for highly qualified students or recent graduates to serve as interns in her offices in Washington, DC, Rochester, Buffalo, and Niagara Falls. Interns are an integral part of the team and are given substantial opportunities to learn and grow in a fast-paced and active office.

INTERNSHIPS IN THE WASHINGTON, DC OFFICE

First-hand experience in Congresswoman Slaughter's Washington, DC office will provide interns with an unparalleled knowledge and understanding of the development of public policy and governmental affairs. Intern responsibilities include drafting letters to constituents, attending committee hearings, writing summary briefs, researching various issues for the legislative staff and assisting with additional office duties.

Additionally, interns will receive unique insight into the legislative process and parliamentary procedure as a result of her position as the Ranking Member of the Rules Committee. [The Rules Committee](#) determines the parameters of debate for all major legislation before it can be considered on the House Floor, including which amendments can be offered.

The internship provides different opportunities to meet with staff to discuss their experiences on the Hill and future employment strategies. Interns will also have the opportunity to learn more about the executive agencies and some of Washington's most fascinating attractions through office-organized tours.

INTERNSHIPS IN DISTRICTS OFFICES - BUFFALO, NIAGARA FALLS AND ROCHESTER:

Interns in Congresswoman Slaughter's district offices will gain an understanding of the constituent services she provides for the residents of her district. The Congresswoman views the delivery of accurate, prompt and precise constituent services as the primary mission for each of her district offices.

The role of an intern, therefore, is an important and critical part of the District Offices. It takes a high level of organization, the ability to multi-task, a cool phone temperament, and tremendous amount of flexibility.

Intern responsibilities include drafting letters to constituents and local organizations, ensuring constituent concerns are appropriately addressed by the correct staff member, and assisting with office duties. Additional responsibilities may include assisting district office staff with projects and accompanying staff and the Congresswoman when they go to public events.

APPLICATION PROCESS:

Please submit the completed application along with a cover letter, resume, writing sample and list of three references to your desired location(s).

Buffalo:

The Honorable Louise M. Slaughter
Attention: Jeffrey Sheridan
465 Main Street, Suite 105
Buffalo, NY 14203

Niagara Falls:

The Honorable Louise M. Slaughter
Attention: Suzanne Macri
640 Park Place
Niagara Falls, NY 14614

Rochester:

The Honorable Louise M. Slaughter
Attention: Jeffrey Rodgers
3120 Federal Building
100 State Street
Rochester, NY 14614

Washington, DC:

The Honorable Louise M. Slaughter
Attention: David Cooper-Vince
2469 Rayburn House Office Building
Washington, DC 20515

* Due to screening delays in mail delivery to the Washington, DC office, please e-mail applications for Washington, DC internships to David at NY28.InternApplications@mail.house.gov.



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Personal Information

Name: _____

Current Address:

Permanent Address:

Phone Number: _____

E-mail: _____

Education

High School: _____

Graduation Date: _____

High School City and State: _____

College: _____

Graduation Date: _____

Field of Study: _____

GPA: _____

Graduate/Law School: _____

Graduation Date: _____

Field of Study: _____

GPA: _____

Will college credit be earned through this internship? Yes: ____ No: ____

If yes, please complete the following:

Professor: _____

Phone Number: _____

Course Name: _____

Total Credits Earned: _____

Location and Session

Please indicate to which office you are applying.

Buffalo: _____ Rochester: _____ Niagara Falls: _____ Washington, DC: _____

Please indicate to which session you are applying:

Spring: _____ Summer: _____ Fall: _____

Availability

Please indicate available dates.

____/____/____ through ____/____/____

Please indicate available days.

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Certification

My statements on this form and on all of my application materials are true to the best of my knowledge. I understand that knowingly making false statements will lead to the rejection of my application or removal from the internship program.

I also understand that if I am selected and choose to accept, I will not be permitted to serve as an intern in any other legislative offices while interning for Congresswoman Slaughter.

Signature: _____ Date: _____