

# Office of Congressman Lloyd Doggett Seeks District Interns for San Antonio Office:

All interns function as assistants to Congressman Doggett and the District Office staff and are an integral part of the public service provided by our office (constituent services and community outreach; limited legislative work). Good communication, writing, and computer skills are essential to success.

Interns in the District Office will be responsible for responding to constituent requests; recording of constituent opinions on legislative issues; assisting with constituent casework; filing; clipping newspapers; answering incoming telephone calls; and handling special projects as needed. They will also accompany the Congressman and/or staff to events throughout the district. The atmosphere of a congressional office can be very quick-paced and highly demanding, and a professional, courteous manner is expected at all times.

The positions are unpaid but may be available for class credit. Applications are being accepted now and will be considered on a rolling basis.

Application: Students interested in an internship should be prepared to submit a resume, cover letter and a list of three references via email to [andrew.solano@mail.house.gov](mailto:andrew.solano@mail.house.gov). No phone calls, please.