



## Tips for Securing a Job or Internship on Capitol Hill

- Step 1 – Start networking
  - Make a list of all the Representatives and Senators in all the states where you or close family have lived, attended school, or spent significant time visiting. From that list, choose the top 5-10 top members for which you would like to work or intern. It is also helpful to explore any committees where you have a personal interest in the issue area or a connection to the chairman or ranking member.
  - Ask family, friends, and professors if they have any connections to anyone working in politics or in DC.
  - While e-mail is fine for initial outreach, phone calls and in-person meetings are ideal.
  - Be prepared to ask questions and always follow up with a thank you note!
  - Reach out to Emory’s Director of Federal Affairs – Jessica Davis at [Jessica.Ann.Davis@emory.edu](mailto:Jessica.Ann.Davis@emory.edu) -- for guidance and suggestions.
- Step 2 – Update your resume
  - A good resume should be one page and highlights skills that are useful in congressional offices like research, writing, and customer service roles.
    - Contact Emory’s Career Services for a template and to proofread your resume!
  - Prepare a specific writing sample – do not just reuse an old paper. A good writing sample is 1-2 pages on a dedicated topic. Items like a one page policy position paper, press release, or newspaper article are great options.
- Step 3 – Begin looking for jobs
  - The best way to get a job in DC is to be in DC. The easiest way to be in DC is with an internship on Capitol Hill.
  - Reach out to staffers working for your hometown member and ask for an informational phone call or coffee to learn more about how they got their job.
  - Go back to the list of members you created during step one and visit their website for information on internships. Capitol Hill needs interns year-round, and summer internships are the most competitive. Check application deadlines carefully – many are in the late fall for the following summer.
  - After an internship, the next step in a hill office is usually a staff assistant. This person is the first person that constituents see in the office and can be in charge of a multitude of tasks, including fielding constituents’ calls, greeting visitors, and coordinating tours for visiting constituents. Very few people go straight from college to advising on policy issues.
  - Most jobs in DC are filled through networking or by word of mouth. However, the best places to job search are below. Most have a nominal monthly fee to subscribe:
    - <https://www.bradtraverse.com/>
    - <https://www.tommanatosjobs.com/>
    - <https://www.daybook.com/listings>
    - <https://www.house.gov/employment/positions-with-members-and-committees/subscribe-to-the-house-employment-bulletin>
- Step 4 – Continue networking
  - Never stop networking – even once you get an internship or job. Meeting and knowing as many people as possible is an important step in getting a permanent job or even in advancing your future boss’s legislation.