

## **Intern Program Facts and Information**

**Congressman Kevin McCarthy**

22<sup>nd</sup> Congressional District, California

<http://www.kevinmccarthy.house.gov>

### ***Congressional Accountability Act***

Interns working in Congressman Kevin McCarthy's office perform services as part of a demonstrated educational program for congressional interns as required by the Congressional Accountability Act.

### ***Dress Code and Office Hours***

The dress code is professional; a coat and tie for men; dresses, skirts and pantsuits are suitable for women. Office hours are Monday through Friday from 9:00 a.m. – 5:00 p.m. in Bakersfield and 9:00 am – 6:00 pm in Washington, D.C.

### ***General Duties and Responsibilities***

Interns will have the opportunity to learn about current legislation and the operation of the United States Congress. Some of the duties for which interns will be responsible include answering phones, sorting mail, filing, assisting in resolving constituent inquiries and working on special projects.

### ***Employment Facts***

Congressman Kevin McCarthy offers volunteer and paid internship positions. Applicants must have a minimum of a 3.0 Grade Point Average to be considered for an internship. Summer intern applicants must also have junior academic standing in college. A stipend of \$1,500.00 is available for Summer Intern Program participants to assist with travel and lodging experiences.

### ***References***

Applicants must submit three references, which can be personal, professional or academic.

### ***Writing Sample***

Applicants must submit a 250-word essay on why they wish to obtain an internship with Congressman Kevin McCarthy. The essay should include legislative issues of interest and what the applicant intends to gain from this experience.