



To Whom It May Concern,

The Washington, D.C. and Issaquah Offices of Congressman Dave Reichert are excited to announce that we are accepting internship applications. Interns are an integral part of our office, assisting constituents and staff.

This is an excellent opportunity for students to gain first-hand knowledge of the inner workings of the federal government. Internship responsibilities include, but are not limited to, researching constituent requests, drafting correspondence, constituent outreach, keeping up to date on local and national issues, and data entry. There are also opportunities for long-term research and outreach projects.

We are looking for applicants interested in government, law, public policy, or social sciences. A competitive candidate will be energetic, self-motivated, possess strong communication skills, and be familiar with Microsoft Office.

Our unpaid internships run throughout the school year, depending upon the student's schedule and we offer flexible scheduling. If you are interested in applying or have any questions about interning in the Issaquah District Office, please contact Kelley Goetz at 425-677-7414 or [Kelley.Goetz@mail.house.gov](mailto:Kelley.Goetz@mail.house.gov). For interest in an internship with the Washington, D.C. Office, please contact Jonathan Matthews at 202-225-7761 or [Jonathon.Matthews@mail.house.gov](mailto:Jonathon.Matthews@mail.house.gov).

Sincerely,

Kelley Goetz  
Constituent Services Liaison  
Representative Dave Reichert (WA-08)  
22605 SE 56<sup>th</sup> St, Suite 130  
Issaquah, WA 98029  
425-677-7414 (Office)  
425-270-3589 (Fax)

Jonathon Matthews  
Staff Assistant  
Representative Dave Reichert (WA-08)  
1127 Longworth HOB  
Washington, DC 20515  
202-225-7761 (Office)  
202-225-4282 (Fax)

**Representative Dave Reichert**  
**Member of Congress**  
**8<sup>th</sup> Congressional District – Washington State**  
*www.reichert.house.gov*

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**Internship Application**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Parent/Guardian Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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I am applying for an internship during:

- Fall (Sept.-Dec.)
- Spring (Jan.-April)
- Summer (May-Aug.)

I am applying for an internship at:

- Washington, DC Office
  - Issaquah Office
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College or University attending: \_\_\_\_\_

School Address: \_\_\_\_\_

\_\_\_\_\_

Major: \_\_\_\_\_ Dept. Phone: \_\_\_\_\_

Will you be receiving credit for the internship? \_\_\_\_\_

How did you hear about our internship program?

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Activities/Interests:

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What policy issues are you most interested in?

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What would you like to learn from this internship? Why?

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Please include with your application:

- Cover letter
- Resume
- At least two writing samples
- Two letters of recommendation

Please send applications for the District Office to [Kelley.Goetz@mail.house.gov](mailto:Kelley.Goetz@mail.house.gov) or for the DC Office to [Jonathon.Matthews@mail.house.gov](mailto:Jonathon.Matthews@mail.house.gov). Please mail all applications to:

District Office of Congressman Dave Reichert  
Attn: Kelley Goetz  
22605 SE 56<sup>th</sup> St Ste 130  
Issaquah, WA 98029