



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 Nick Hecker at 425-677-7414 or Nicholas.Hecker@mail.house.gov. For interest in an internship with the Washington, D.C. Office, please contact JD Greening at 202-225-7761 or JD.Greening@mail.house.gov.

Sincerely,

Nick Hecker
Staff Assistant
Representative Dave Reichert (WA-08)
22605 SE 56th St, Suite 130
Issaquah, WA 98029
425-677-7414 (Office)
425-270-3589 (Fax)

JD Greening
Staff Assistant
Representative Dave Reichert (WA-08)
1127 Longworth HOB
Washington, DC 20515
202-225-7761 (Office)
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Representative Dave Reichert
Member of Congress
8th Congressional District – Washington State
www.reichert.house.gov

Internship Application

Name: _____ Date: _____

Mailing Address: _____

City: _____ State/Zip: _____

Phone: _____ Email: _____

Parent/Guardian Name: _____

Mailing Address: _____

City: _____

State/Zip: _____

Phone: _____

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
-

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?

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

What policy issues are you most interested in?

Activities/Interests:

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 Nicholas.Hecker@mail.house.gov or for the DC Office to JD.Greening@mail.house.gov. Please mail all applications to:

District Office of Congressman Dave Reichert
Attn: Nick Hecker
22605 SE 56th St Ste 130
Issaquah, WA 98029