

INTERNSHIPS in the *District Offices of* **U.S. Congressman Michael C. Burgess, M.D. (TX-26)**



Lewisville

1660 S. Stemmons Fwy.
Suite 230
Lewisville, TX 75067
Phone: (972) 434-9700
Fax: (972) 434-9705

Fort Worth

1100 Circle Drive
Suite 200
Fort Worth, TX 76119
Phone: (817) 531-8454
Fax: (817) 531-4570

General responsibilities:

- Assisting with Congressional Events
- Research
- Special projects
- Constituent correspondence
- Greeting constituents
- Data entry
- Filing
- Answering the telephone
- Additional administrative tasks

Skills required:

- Good communication skills
- Excellent writing skills
- Punctuality
- Solid computer skills
- Attention to detail
- Professional demeanor
- Ability to follow instructions, to work independently and to complete tasks efficiently & thoroughly

This internship is unpaid. *It may be possible to arrange academic credit from your educational institution for an internship; contact department intern coordinator for more information.* After the successful completion of the internship, recommendations will be provided to interns, based on performance.

Please submit a letter of interest, your resume and availability to:

Robin Vaughan, District Administrator
1660 S. Stemmons Freeway, Suite 230
Lewisville, TX 75067
Phone: 972/434-9700
Fax: 972/434-9705
Email: robin.vaughan@mail.house.gov