

**COMMITTEE ON WAYS AND MEANS UNDERGRADUATE INTERNSHIP  
PROGRAM APPLICATION FORM**

Please submit application and resume to [WaysAndMeansRepublicans@mail.house.gov](mailto:WaysAndMeansRepublicans@mail.house.gov).

**GENERAL INFORMATION**

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Address/City/State/Zip \_\_\_\_\_

Phone Number (\_\_\_\_)\_\_\_\_-\_\_\_\_-\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Availability (Please Circle): Monday Tuesday Wednesday Thursday Friday

Email \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**ACADEMIC INFORMATION**

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College/University \_\_\_\_\_ City/State \_\_\_\_\_

Major(s)/Minor(s) \_\_\_\_\_ GPA \_\_\_\_\_

Expected Graduation \_\_\_\_/\_\_\_\_/\_\_\_\_ Academic Standing \_\_\_\_\_

Is your internship part of an undergraduate program? ( Yes / No ) Program: \_\_\_\_\_

Will you be receiving credit for your internship through your school? ( Yes / No )

Have you worked in an office environment before? ( Yes / No )

Have you worked for an elected official or election campaign before? ( Yes / No )

If so, for who/which office(s)? (Most recent first) \_\_\_\_\_

Are you looking for a job in Washington, D.C.? ( Yes / No )

**REFERENCES**

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

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

Job Title: \_\_\_\_\_

Job Title: \_\_\_\_\_

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**CERTIFICATION**

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In signing below, I certify that the information provided in this application is accurate.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## **SUBCOMMITTEES OF INTEREST**

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**Please rank, with 1 being your first choice and 7 your last choice, which subcommittees you would be interested in working with (leave blank if you have no preference). Please see subcommittee descriptions below.**

Health \_\_\_\_    Human Resources \_\_\_\_    Oversight \_\_\_\_    Tax Policy \_\_\_\_  
Trade \_\_\_\_    Social Security \_\_\_\_    Press Team \_\_\_\_

### **Subcommittee on Health**

The Ways and Means Health Subcommittee has jurisdiction over programs providing payments for health care, health delivery systems, and health research. This includes title V, XI, XVIII, and XIX of the Social Security Act, and concurrent with the full Committee, tax credit and deduction provisions of the Internal Revenue Code dealing with health insurance premiums and health care costs.

The Health Subcommittee is looking for an intern who embodies the following qualities:

- Has an understanding of the basic elements of the Medicare program and its different components;
- Has an understanding of the basic elements of the Affordable Care Act;
- Understands and aligns with Conservative principles.

Interns will be expected to:

- Answer and respond to phone calls in a professional manner;
- Assist in a variety of projects including research, attending and summarizing briefings, and compiling materials for hearings and markups;
- Be organized and pay attention to detail;
- Arrive on time daily to assist with opening the office (newspaper delivery, phones, coffee, etc.)

### **Subcommittee on Human Resources**

The Human Resources Subcommittee has jurisdiction over the Temporary Assistance for Needy Families (TANF) program, Child Care Entitlement to States, Child and Family Services, Child Support Enforcement, Foster Care, Adoption, Guardianship, Unemployment Insurance (UI), Supplemental Security Income (SSI), and the Social Services Block Grant (SSBG).

Interns will be responsible for providing legislative and general administrative support. Additionally, they will be given opportunities to engage in substantive work (i.e. research projects, hearing preparation, assembling the morning HR news clips), attend hearings and briefings, and will be treated as an integral member of the Subcommittee staff. Candidates should ideally have an interest in programs that fall under the Human Resources Subcommittee's jurisdiction. Strong writing, analytical, and communication skills, as well as a proficiency in Microsoft Office products (including Word, Excel, and PowerPoint) are required.

### **Subcommittee on Oversight**

The Ways and Means Oversight Subcommittee has jurisdiction over all matters within the scope of the full Committee's jurisdiction.

The Oversight Subcommittee is looking for an intern who embodies the following qualities:

- Can complete legal research (law student / law graduate preferred but not required);
- Has previous hill experience (preferred, but not required);
- Understands and aligns with Conservative principles.

Interns will be expected to:

- Answer and respond to phone calls in a professional manner;
- Assist in a variety of projects including research, attending and summarizing briefings, and compiling materials for hearings and markups;
- Assist staff in hearing preparations by making binders and setting up the hearing room
- Be organized and pay attention to detail;
- Arrive on time daily to assist with opening the office (newspaper delivery, phones, coffee, etc.)

### **Subcommittee on Tax Policy**

The Ways and Means Tax Policy Subcommittee has jurisdiction over all provisions of the Internal Revenue Code, including to the extent that the Code provisions overlap with the other Ways and Means Subcommittees' jurisdictions.

The Tax Policy Subcommittee is looking for an intern who embodies the following qualities:

- Academic background in law, accounting, or business/finance/economics required;
- J.D. student or recent graduate preferred;
- Strong written and oral communication skills;
- Proficiency with Microsoft Word, Excel, PowerPoint, and Outlook
- Motivated, driven individual with the ability to be a self-starter; and
- Strong interpersonal skills.

Interns will be expected to:

- Answer and respond to phone calls in a professional manner;
- Assist in a variety of both substantive and administrative tasks including research projects and written memoranda, compiling materials for hearings and markups, and assembling the morning tax news clips;
- Be organized and pay attention to detail;
- Arrive on time daily to assist with opening the office

### **Subcommittee on Trade**

Trade Subcommittee interns will have the responsibilities of providing legislative and general administrative support. Additionally, they will be given opportunities to engage in substantive work, attend hearings and briefings, and preparing pertinent materials for the Subcommittee staff. Candidates should ideally have an interest in international affairs and domestic trade matters that fall under the Trade Subcommittee's jurisdiction.

### **Subcommittee on Social Security**

The Social Security Subcommittee has jurisdiction Social Security's retirement and disability programs, the Railroad Retirement System, and employment taxes and trust fund operations relating to the Social Security Trust Funds. Subcommittee staff is responsible for supporting Committee Members and their staff to advance the Committee's legislative agenda.

Interns will be responsible for tracking Social Security policy developments on and off Capitol Hill, attending hearings and events, and supporting Subcommittee staff with research projects. Interns will also assist staff with preparation for Congressional Hearings and other Committee events, and with general office administration.

Competitive applicants will have an interest in economic policy and/or agency oversight, as well as the legislative process, and public service. Candidates with an interest in Social Security are preferred. Strong writing, analytical, and communication skills, as well as a proficiency in Microsoft Office products (including Word, Excel, and PowerPoint), are required. Interns are also expected to be self-starters with a strong work ethic and a can do attitude.

### **Ways and Means Press**

The Ways and Means Press Team is responsible for creating and implementing a comprehensive communications strategy to advance the goals of Committee Republicans and Chairman Brady. This includes working closely with policy staff on all six Ways and Means Subcommittees, drafting official statements and Committee messaging documents, creating engaging blogs, videos, and social media content, and writing compelling speeches and op-eds that further the policy objectives of Ways and Means Republicans.

Press Team interns will be expected to respond positively and proactively in a high-pressure and fast-paced office environment and be eager to assist Press Team staff in preparation and delivery of a wide range of messaging materials. Ideal candidates will be hardworking and self-motivated, and have a background in mass communication, journalism, public relations, or marketing. An understanding of the legislative process and the policy areas under Ways and Means jurisdiction is preferred, but strong communications and writing abilities, a close attention to detail, and an overall positive attitude are most important.

Core responsibilities of Press Team interns include:

- Transcribing interviews
- Taking pictures during Committee hearings and events
- Researching Committee policy issues and monitoring breaking news
- Reading and clipping timely and relevant news articles
- Offering new and creative ideas to further communications and policy objectives
- Working closely with the Press Team and policy staff in the creation and delivery of communications content

## SHORT ANSWERS

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Please answer the following short answer questions:

1. Please explain why you would like to work for your first-choice subcommittee (that is, given the subcommittee's jurisdiction and recent agenda). (250 words maximum)
2. Please explain one or more major policy issues in which you are interested and how working at the Committee would further your understanding of and involvement in that or those issues. (250 words maximum)