

Summer Internships on Capitol Hill 2009 - 2010

Information Sessions

Wednesday, September 9, 12:00 – 12:45 pm, ELC 217

Monday, September 28, 5:00 – 5:45 pm, ELC 217

Tuesday, October 6, 12:00 – 12:45 pm, VAUG 101

Thursday, October 29, 5:00-5:45 pm, ELC 217

Information Sessions with McAllister & Quinn

Monday, November 2, ELC 217

2 sessions (need only attend one)

10:30 – 11:30 am and 12:00-1:00 pm

Information Session Overview

- What will an internship entail?
- What will an internship not entail?
- What are the application requirements?
- How do I apply?
- What is the program time line?
- Questions....

What will an internship entail?

■ [Vault's Guide to Capitol Hill Careers](#)

NOTE: This resource is now available "password-free" to students who access it through the CDC channel on **myBucknell**. Log into myBucknell → from the Student Dashboard, find Quick Links on the left → click on Career Center → click on Explore → click on Career & Industry Information Resources → Click on the Vault or click on the icon

What will an internship not entail?

- Funding - these internships are unpaid.
 - Capitol Hill Internship Program - \$250/week (maximum of \$2500 for the summer)
 - Funds are taxable and students will be responsible for reporting on 2010 tax returns
 - Academic Credit Options
- Placement in an internship is not guaranteed.
- You will need to secure housing and transportation on your own.
 - Check out Housing resources under the CDC's website: Click on Students, then Internships, then Internship Web Resources page: <http://www.bucknell.edu/x54727.xml>.

Application Process

1. Application Deadline: Tuesday, December 1, 2009
2. 8 applicants will be selected to participate in program
3. Capitol Hill Internship Program selection committee, comprised of alumni, will review applications
4. Students will be notified week of January 4, 2010 about whether they have been selected for the program

What are the application requirements?

- Resume – neat and concise. CDC has samples.
- One-page cover letter written to Mr. John McAllister, McAllister & Quinn LLC.
 - Letter will be a personal statement in the form of a cover letter stating why interning in Congress is important to you, what you bring to the experience, and how it is relevant to your long-term interests and goals.
- Letter of Recommendation from Faculty Member (1 letter is required; may have 2)
- May have 2nd LOR from a non-faculty member
(Give faculty member - and any other recommender - PLENTY of advance notice!)

How do I apply?

- Submit your resume and cover letter electronically through the [BRIDGE](#) by 11:59PM on Tuesday, December 1, 2009.
 - Go to the Employer tab, located in the upper right hand corner of the main page
 - Click on Employers Search and type in Capitol Hill in the "employer name" field
- **Hand deliver Letter(s) of Recommendation to the CDC by 12-noon on Tuesday, December 1.**

What is the program time line?

- **4 Information Sessions**
- **McAllister & Quinn LLC Info Sessions – Monday, Nov 2**
- Application Deadline – **Tuesday, December 1**
- Selected students notified – **Week of January 4**
- Selected student applications sent to John McAllister – **Monday, January 11**
- Interviews with McAllister & Quinn to determine placement interests scheduled and/or conducted – **by spring break**

Contact Information

- McAllister & Quinn LLC
 - JohnMcAllister – jmcallister@jm-aq.com
 - Steve Scango – sscango@jm-aq.com
- Career Development Center
 - Marilyn Shull – mshull@bucknell.edu

How to upload a document to the Bridge

1. Log into the Bridge

Username: bison and your id number

Example: bison12345678

Password: bison (unless you changed it)

2. To upload your resume:

- a) Click on "Documents" at the top of the screen (in grey)
- b) In the pull-down menu on the right that says, "Upload documents," select "Resumes"
- c) Using the browse button, find your resume
- d) Make sure the correct resume is saved as your primary resume and **your last name** is included in the file name ("Last Name 2008 resume.doc")
- e) Click "upload"

How to upload a document to the BRIDGE continued...

3. To upload your Cover Letter
 - a) Click on "Documents" at the top of the screen (in grey)
 - b) In the pull-down menu on the right that says, "Upload Documents," select "COVER LETTER"
 - c) Using the browse button, find your cover letter
 - d) Make sure **your last name** is included in the file name (Last Name 2008 statement.doc)
 - e) Click "upload"
- Bridge Deadline is **11:59 pm** on Tuesday, December 1
- Faculty Letter of Recommendation (and any other LORs) must be delivered to the CDC by **12-noon** on Tuesday, December 1.

Questions?

- [CDC web site](#)
- CDC hours: 8:30 – 4:30pm
 - Peer Specialist walk-in hours: 10:00 – 4:00 pm
 - Counselor Quick Questions: 1:30 – 3:30 pm
 - 30 minute individual meeting with a counselor by appointment only