



Helpful Tips for Successful Applications

Resumes:

- **Be brief.** Your resume should never be longer than one page. No exceptions.
 - Word choice matters. Using precise vocabulary means you don't waste space.
 - Only include relevant work and experience. High school awards, college courses, etc. should only be highlighted if they demonstrate skills needed for the job or internship you're applying for.
- **Don't include an objective.** It's implied when you apply for a position, and it wastes space.
- **Be specific about your skill set.** Do not include Microsoft Word or Internet as skills on your resume. Skills should be used to indicate particular workforce skills, like additional languages or computer programming. *(It's okay if you need to eliminate this category entirely from a resume template because you don't yet have "Additional Skills". You are still learning!)*

Writing Samples:

- **Include your name.** Put your name on every document you send. Hiring staff print all the materials you send. If you don't have your name on each piece of the application, how will they know it's yours?
- **Be persuasive and honest.** What sets you apart? What do you have to offer?

Interviews:

- **Come with questions.** Good applicants know they are also evaluating the program to see if it supports their career objectives, and ask questions about the work and expectations of the program and staff.
- **Do your homework.** Know something about the Congressman, the work we do, and the district. What issues did we recently post Press Releases about, for example? Why would that be important? You can demonstrate your analysis of information in the interview.
- **Be engaged.** Follow the Congressman's [Facebook](#) and [Twitter](#) accounts to familiarize yourself with trending news topics. Discuss in the interview how those align with your personal and professional goals.

** Submit applications early. It allows time for the internship coordinator to review your submission and contact you if anything is unreadable. Last-minute applications do not have that luxury, and can give the impression of last-minute interest.

If you have questions on the internship program, you can email AZ07Internships@mail.house.gov or call the Phoenix or DC offices and ask to speak to the internship coordinator.