

**JUDY CHU, Ph.D.**  
27<sup>TH</sup> DISTRICT, CALIFORNIA  
**COMMITTEE ON  
WAYS AND MEANS**  
SUBCOMMITTEE ON  
HEALTH  
SUBCOMMITTEE ON  
HUMAN RESOURCES  
**COMMITTEE ON  
SMALL BUSINESS**  
SUBCOMMITTEE ON  
ECONOMIC GROWTH, TAX AND CAPITAL ACCESS



**Congress of the United States**  
**House of Representatives**  
**Washington, DC 20515**

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## **Congresswoman Judy Chu's Internship Program**

### **Description:**

Students interested in interning with Congresswoman Chu's District Office in Pasadena will get the opportunity to learn about the 27th Congressional District. The paid internship will offer students valuable skills and a glimpse of government agencies and community structures. This is an in-person internship for Fall 2022. Applications will be reviewed on a rolling basis. Selected applicants can start as soon as July 21st .

### **Job Functions:**

Interns are given critical roles in various areas in the Pasadena District Office:

- Constituent Casework: Interns assist caseworkers with data entry and help constituents with casework inquiries
- Field Work: Interns will have the opportunity to shadow Field Representatives at community events and meetings about issues affecting constituents in the 27th Congressional District
- Administrative: Interns will support the district office's service to constituents by answering phones, fielding constituent inquiries, filing, mailing, and sorting

### **Skills and Knowledge Required:**

- Ability to multitask
- Office/administrative experience
- Communication skills
- Strong organization skills and attention to detail
- Ability to work with individuals of diverse backgrounds
- Work efficiently and effectively as a member of a team
- Be able to meet deadlines and work under pressure
- Microsoft Office: Word, Excel, PowerPoint
- Not required but language skills are a plus

To apply, please send a resume and cover letter to the internship coordinator, Tania Shariatzadeh, at [tania.shariatzadeh@mail.house.gov](mailto:tania.shariatzadeh@mail.house.gov) or call the office at (626) 304-0110 for more information.