



## **J Street Congressional Internship Program Frequently Asked Questions**

### **What is the selection process for J Street's Congressional Interns?**

Online application and supporting materials must be submitted to J Street by the deadline provided on application. There are two stages in the selection process: 1) All completed applications will be reviewed 2) Finalists will do a Skype interview with J Street staff.

### **What is the placement process for J Street's Congressional Interns?**

Securing a Congressional Internship is an independent application process from the J Street CIP process. Each Congressional office has its own application and application deadlines. Some applications for summer internships are due as early as mid-February. CIP candidates are encouraged to research their preferred Congressional office's application process and deadlines while applying to J Street's CIP and to stay ahead of any key deadlines for their specific office. Once accepted into CIP, interns will be coached on résumé and cover letter writing techniques and interview skills. While J Street can not control the hiring decisions of Congressional offices, J Street staff will work to ensure that CIP applicants receive full consideration by Congressional intern coordinators.

### **Do I have to be part of J Street U to apply?**

Students need not be J Street U leaders in order to apply. Any student with a demonstrated interest in J Street's issue areas or related subjects will be considered.

### **What do you look for when selecting J Street Congressional interns?**

There are a variety of factors that come into play during the selection process. Selected interns demonstrate leadership skills through active participation in J Street U and other student organizations. In addition to maintaining good grades, our interns are politically aware, socially sensitive, committed to public service and share a common vision about the two state solution and promoting a diplomacy-first world view.

### **What are the academic qualifications?**

The program is open to all students who will be enrolled in an accredited four-year undergraduate educational institution in the 2018-2019 academic year. Unfortunately, we cannot accept graduate or high school students as Congressional Interns at this time.

### **Is prior work experience required?**

No, but many of our interns have evidenced leadership and communication skills through internships, volunteer experiences, or part-time employment prior to applying to our program.

### **Is there a waitlist for the J Street Congressional Internship Program?**

No, applicants will be notified if they've been selected for the interview process.

### **Is there a stipend?**

No.



**Is housing provided?**

You will be responsible for making your own housing arrangements. Useful intern housing resources can be found:

<https://summerhousing.gwu.edu/>

<http://thewihn.com/>

<http://internsdc.com/>

**What is the typical work-day like?**

The typical work-day depends on the office where interns are placed, but activities may include: attend briefings and write reports, research policy and legislation, draft correspondence, lead tours of the Capitol for visiting constituents and answer constituent mail.

**Can I be enrolled in classes during the internship?**

No, this is a full-time job.

**Do I have to be in DC to do the internship?**

Yes.

**How long is the internship?**

The J Street internship is an eight-week long program, beginning the week of June 4, 2018 with an orientation and ending no later August 3, 2018. Depending on the Congressional office in which interns are placed and the intern's availability, the term of individual Congressional internships may vary.

**Who should I ask for a letter of recommendation?**

You must submit TWO letters of recommendation (one must be from a professional reference). The letters of recommendation provide J Street with a more complete picture of your professional and academic interests and capabilities, so it is best to incorporate a variety of recommenders. Use your best judgment about who you think will provide a solid letter of recommendation.

**If I'm not accepted, can I apply again in the future?**

Yes. We encourage applicants who haven't been accepted to do so.

**Is it possible to defer my placement as an J Street Congressional Intern?**

No. If you do not participate in the program for the summer in which you were admitted, you must submit a new application to re-apply for a different summer.