

Just wanted to touch base with you again regarding our Summer openings. Our posting follows:

The Office of Congresswoman Thelma Drake (R-VA) is seeking applicants for an unpaid internship for the summer term. Applicants must be outgoing and detail-oriented with strong organizational skills. Exceptional phone skills are a must. Responsibilities include but are not limited to reception duties, processing mail, data entry, writing constituent letters, performing legislative research, giving tours, and other special projects and office duties as assigned. To apply, download and complete the Student Volunteer Service Agreement from our website, www.drake.house.gov. Please submit a cover letter, completed service agreement, and resume to jordan.davis@mail.house.gov with "Summer Intern" in the subject header. No phone calls or drop-offs, please.

Respectfully,
Jordan N. Davis
Legislative Assistant
Rep. Thelma Drake (VA-02)
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