

**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 27<sup>th</sup> Congressional District. The unpaid 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 21<sup>st</sup>.

**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 27<sup>th</sup> 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, Zayn Aga, at [zayn.aga@mail.house.gov](mailto:zayn.aga@mail.house.gov) or call the office at (626) 304-0110 for more information.