

# 6<sup>th</sup> Annual College Democrats Internship Fair

February 12, 2006  
7pm

Henderson Room, Michigan League



[www.umich.edu/~umdems](http://www.umich.edu/~umdems)

## agenda

### political internships

Michigan  
Washington, DC

### governmental internships

Michigan  
Washington, DC

### non-profit internships

Michigan  
Washington, DC

consulting/lobbying  
internship programs  
additional resources

housing

### application advice

Cover Letters  
Résumés

# agenda

## Welcome

## Speakers

Julia Farber

*Renewable Energy Policy Project & Senator Carl Levin (DC) Former Intern*

juliafar@umich.edu

Isaac Robinson

*Teamsters (DC)*

wisaac\_robinson@hotmail.com

Jeff Donofrio

*Congressman John Dingell (MI & DC)*

jeff.donofrio@gmail.com

Clint Wallace

*Granholtz for Governor, Stabenow for Senate, and the Coordinated Campaign (MI)*

Clint.wallace@gmail.com

Ann Glaspie

*Michigan Democratic Party (MI)*

glaspie@dnc.org

Rebekah Warren

*State House Candidate and MARAL Pro-Choice Michigan Executive Director (MI)*

rebekahwarren@comcast.net

Katie Kelly & Greg Sobczynski

*Clean Water Action (MI)*

kkelly&cleanwater.org & gsobczynski@cleanwater.org

Jamie Ruth

*Advance Group (NYC) Former Intern*

jruth@umich.edu

Ramya Raghavan

*Everett Scholars Internship Program (DC & NYC)*

bhg@umich.edu

## Internship programs and additional resources

### Housing

D.C. Housing

Networking Sheet

### Application Advice

Cover Letters

Résumés

### Meet and Greet

### ☆ Michigan Democratic Party

Where: Lansing, MI  
When: Anytime, flexible hours  
Web site: <http://www.mi-democrats.com/topics/aboutus-internship.htm>  
Application: Apply ASAP. Résumé.  
Positions: Political Organizing, Communications, Fundraising  
Contact: Ann Glaspie, Michigan Democratic Party  
(517) 371-5410  
[glaspie@dnc.org](mailto:glaspie@dnc.org)

### ☆ Granholm for Governor

Where: Lansing, MI  
When: Anytime, 8 hr/wk minimum  
Web site: <http://www.umich.edu/~umdem/g4g.pdf>  
Application: Apply ASAP. Résumé.  
Contact: Clint Wallace, Granholm for Governor  
(517) 485-5100  
[clint.wallace@gmail.com](mailto:clint.wallace@gmail.com)

### ☆ Stabenow for Senate

Where: Lansing, MI  
When: Anytime, 8 hr/wk minimum  
Web site: <http://www.umich.edu/~umdem/s4s.pdf>  
Application: Apply by April 1. Résumé, Cover Letter, and 2 References.  
Contact: Kelly Polce, Stabenow for U.S. Senate  
(517) 336-8500  
[kpolce@stabenowforsenate.com](mailto:kpolce@stabenowforsenate.com)

### MI House Democratic Communications Department

Where: Lansing, MI  
When: Begins May 2006. Part-time (10-20 hrs/wk) and full-time (20-30 hrs/wk)  
Web site: <http://www.umich.edu/~umdem/mhdc.pdf>  
Application: Apply ASAP. Application (<http://www.umich.edu/~umdem/mhdcapp.pdf>),  
Cover Letter, and Résumé.  
Positions: Press, Field Research, Photography, Office Support  
Contact: Nadia El-Zein, Intern Coordinator  
[Nel-zein@house.mi.gov](mailto:Nel-zein@house.mi.gov)

### MI Senate Democratic Caucus

Where: Michigan  
Application: Apply ASAP. Email Résumé to Cindy Peruchietti.  
Positions: Campaign and legislative internships  
Contact: Cindy Peruchietti  
[cperuchietti@senate.michigan.gov](mailto:cperuchietti@senate.michigan.gov)  
(517) 373-0142

### ☆ Rebekah Warren for State Representative

Where: Ann Arbor, MI  
Contact: Sarah Curmi  
(734) 717-2748  
[Sarah\\_curmi@yahoo.com](mailto:Sarah_curmi@yahoo.com)

# political

WASHINGTON, DC

## Democratic National Committee

When: Full time, June-August

Web site: [http://democrats.org/a/2005/07/dnc\\_internshi.php](http://democrats.org/a/2005/07/dnc_internshi.php)

Application: Apply by March 15. Application (online), Résumé, and 3 References.

Positions: Political, Communications, Office of the Secretary, and Research

Contact: [staffinterns@dnc.org](mailto:staffinterns@dnc.org)

## Democratic Congressional Campaign Committee

When: June-August

Web site: [http://www.dccc.org/get\\_involved/internships/](http://www.dccc.org/get_involved/internships/)

Application: Apply by March 10. Application (online), Cover letter, Résumé, Unofficial Transcript, Letter of Recommendation, and 3 References

Positions: Online operations, Communications, Finance, Direct Marketing/Membership, Political, Research

Contact: [internships@dccc.org](mailto:internships@dccc.org)

## Democratic Senatorial Campaign Committee

When: June-August, Part Time and Full Time

Web site: <http://dsc.org/about/internships/>

Application: Apply ASAP. Résumé, writing sample, and cover letter.

Contact: Makese Motley ([motley@dsc.org](mailto:motley@dsc.org), 202-224-2447)

## EMILY's List

Description: EMILY's List, the nation's largest grassroots political network, is dedicated to taking back our country from the radical right wing by electing pro-choice Democratic women to federal, state, and local office.

Stipend: \$500/month

Web site: <http://www.emilyslist.org/about/jobs.html>

Application: Apply ASAP. Online Application including Personal Statement and Résumé submission.

Positions: Political, Development, Research, Communications, Administrative/Finance, & Campaign Services

Contact: Courtney Fry or Edna Romero at (202) 326-1400

## Keeping America's Promise

Description: "This internship offers remarkable networking opportunities for Democrats and Kerry's PAC staff is young, connected, and willing to help prepare you for future jobs as well as encouragement to take advantage of all that DC can offer. Interns will see the Senator frequently. Projects included tracking political developments in various states, writing/researching briefings for the Senator, writing correspondence, etc." - Former intern Joe Kabourek ([kabourek@umich.edu](mailto:kabourek@umich.edu))

Web site: <http://www.keepingamericaspromise.com/>

Application: Apply ASAP. Résumé, Writing Sample, Cover Letter, Letter of Recommendation (suggested).

Contact: Lizz Gramling

[egramling@johnkerry.com](mailto:egramling@johnkerry.com)

## National Stonewall Democrats (LGBT)

Web site: <http://www.stonewalldemocrats.org/>

Contact: [field@stonewalldemocrats.org](mailto:field@stonewalldemocrats.org)

(202) 625-1382

# government

## MICHIGAN

### Governor Granholm's Executive Office

Where: Lansing, Marquette, Detroit, and D.C.

When: Anytime, flexible hours

Web site: <http://michigan.gov/gov/0,1607,7-168-27350---,00.html>

Application: Apply by April 30, 2006. Résumé, 3-5 page writing sample, and application (online).

Contact: Office of the Governor

517-373-3400

[internship@michigan.gov](mailto:internship@michigan.gov)

### U.S. Senate District Offices

#### Sen. Carl Levin:

Contact District Office (<http://levin.senate.gov/contact/offices.html>) for details.

D.C. internship information below.

#### Sen. Debbie Stabenow:

Where: Detroit, East Lansing, Grand Rapids, Flint, Traverse City, Marquette, and D.C.

When: Anytime, flexible hours

Web site: <http://www.senate.gov/~stabenow/services/internships.htm>

Application: Apply ASAP. Application (online), Cover Letter, Résumé, and Writing Sample

Other Senators: Find your senator's web site at [www.senate.gov](http://www.senate.gov).

### U.S. House District Offices

#### ☆ Rep. John Dingell:

Where: Dearborn, Monroe, & Ypsilanti

When: Anytime

Contact Jeff Donofrio ([jeff.donofrio@gmail.com](mailto:jeff.donofrio@gmail.com)) or District Office for more information

Application: Apply ASAP.

#### Rep. Sandy Levin:

Where: Roseville, MI

When: Anytime

Web site: <http://www.house.gov/levin/internships.html>

Application: Apply ASAP. Résumé, interview, and short writing sample

#### Rep. John Conyers:

Where: Detroit, Southgate, D.C.

When: Flexible hours, 12 hr/wk minimum

Web site: [http://www.house.gov/conyers/services\\_internships.htm](http://www.house.gov/conyers/services_internships.htm)

Application: Apply ASAP. Application online.

Other Representatives: Find your representative's web site at [www.house.gov](http://www.house.gov).

### MI State Representatives

Rep. Pam Byrnes: Contact Brad Wilson ([bwilson@house.mi.gov](mailto:bwilson@house.mi.gov)), Michigan House Democratic Caucus, for details.

Rep. Kathy Angerer: Contact Brad Wilson ([bwilson@house.mi.gov](mailto:bwilson@house.mi.gov)), Michigan House Caucus, for details.

Rep. Chris Kolb: Contact office ([chriskolb@house.mi.gov](mailto:chriskolb@house.mi.gov)) for more information

Rep. Alma Wheeler-Smith: Contact office ([almasmith@house.mi.gov](mailto:almasmith@house.mi.gov)) for more information

Other state representatives: <http://house.mi.gov/replist.asp>

Posted MI House Internships: <http://house.mi.gov/employment.asp>

### MI State Senators

State Senator Liz Brater: [SenLBrater@senate.michigan.gov](mailto:SenLBrater@senate.michigan.gov)

Other state senators: <http://www.senate.michigan.gov/SenatorInfo/find-your-senator.htm>

Posted MI Senate Internships: <http://www.senate.michigan.gov/JobPostings/employment.htm>

# government

WASHINGTON, DC

## Governor Granholm's Executive Office in DC

When: Anytime, flexible hours

Web site: <http://michigan.gov/gov/0,1607,7-168-27350---,00.html>

Application: Apply by April 30, 2006. Résumé, 3-5 page writing sample, and application (online).

Contact: Office of the Governor  
517-373-3400  
[internship@michigan.gov](mailto:internship@michigan.gov)

## ☆ U.S. Senators

### Sen. Carl Levin:

When: May, June, or July

Web site: <http://levin.senate.gov/services/internships/index.html>

Application: Apply ASAP. Online application including references.

Contact: Senator Levin's Office  
(202) 224-6221

### Sen. Debbie Stabenow:

When: Anytime, flexible hours

Web site: <http://www.senate.gov/~stabenow/services/internships.htm>

Application: Apply ASAP. Application (online), Cover Letter, Résumé, and Writing Sample

Contact: Senator Stabenow's Office  
(202) 224-4822

or alumnus Aaron Holman ([aaron.holman@gmail.com](mailto:aaron.holman@gmail.com))

Other Senators: Find your senator's web site at [www.senate.gov](http://www.senate.gov).

## U.S. House District Offices

### ☆ Rep. John Dingell:

When: Anytime

Web Site: <http://www.house.gov/dingell/internships.htm>

Application: Apply ASAP. Application online.

Contact Jeff Donofrio ([jeff.donofrio@gmail.com](mailto:jeff.donofrio@gmail.com)) or District Office for more information

### Rep. Sandy Levin:

When: Anytime

Web site: <http://www.house.gov/levin/internships.html>

Application: Apply ASAP. Résumé, interview, and short writing sample

### Rep. John Conyers:

When: Flexible hours, 12 hr/wk minimum

Web site: [http://www.house.gov/conyers/services\\_internships.htm](http://www.house.gov/conyers/services_internships.htm)

Application: Apply ASAP. Application online.

Other Representatives: Find your representative's web site at [www.house.gov](http://www.house.gov).

Additional Government Internships: <http://career.ucsd.edu/sa/GovInternship.shtml>

## Consider congressional committee internships:

House: <http://www.house.gov/house/CommitteeWWW.shtml>

Senate: [http://senate.gov/pagelayout/committees/d\\_three\\_sections\\_with\\_teasers/committees\\_home.htm](http://senate.gov/pagelayout/committees/d_three_sections_with_teasers/committees_home.htm)

# non-profit

## MICHIGAN

### ACLU Michigan

Description: The American Civil Liberties Union is the nation's foremost defender of the Bill of Rights -- litigating, legislating, and educating the public on a broad array

Web site: <http://www.aclumich.org>

Contact: Carmetta Jones ([cjones@aclumich.org](mailto:cjones@aclumich.org))

### ☆ Clean Water Action

Description: Clean Water Action is a statewide organization with over 170,000 members in Michigan and a national network of campaign organizers, local groups and allied organizations. We have a 34-year track record of organizing winning campaigns on key issues affecting people, water, waste, toxins and the environment. Our purpose is to promote environmental action at the community level and to create a voice for communities throughout Michigan.

*Paid internships available (\$375/wk). At least 3 days per week.*

Web site: [www.cleanwater.org](http://www.cleanwater.org), application at [www.umich.edu/~umdems/cwa.pdf](http://www.umich.edu/~umdems/cwa.pdf)

Contact: Greg Sobczynski ([gsobczynski@cleanwater.org](mailto:gsobczynski@cleanwater.org), 734-222-6347)

### League of Conservation Voters of Michigan

Description: The Michigan League of Conservation Voters is the nonpartisan political action voice for Michigan's environmental and conservation movement. We make environmental protection a priority with elected officials, candidates, and voters by mobilizing citizens as a political force for the environment.

Web site: [www.michiganlcv.org](http://www.michiganlcv.org)

Contact: Lisa Wozniak ([Lisa@MichiganLCV.org](mailto:Lisa@MichiganLCV.org))

### ☆ MARAL Pro-Choice Michigan

Description: MARAL Pro-Choice Michigan is a statewide, bi-partisan membership organization that works through the political process to guarantee every woman the right to make personal decisions regarding the full range of reproductive choices, including preventing unintended pregnancies, bearing healthy children, and choosing legal abortion.

Web site: <http://www.prochoicemichigan.org/s03getinvolved/jobs.shtml>

Contact: Rebekah Warren ([rebekah@prochoicemichigan.org](mailto:rebekah@prochoicemichigan.org))

### MOSES

Description: MOSES (Metropolitan Organizing Strategy Enabling Strength) is a congregation-centered ecumenical and interfaith community organization that is comprised of 72 member congregations and organizations throughout Detroit and surrounding suburbs. We reflect the diversity of the metropolitan area and build a powerful collective voice for all its people.

Web site: [www.mosesmi.org](http://www.mosesmi.org)

Contact: Bill O'Brien ([billobrien@sbcglobal.net](mailto:billobrien@sbcglobal.net))

### One United Michigan

Description: One United Michigan is leading the fight to defeat the MCRI ballot initiative. Our mission is to defend affirmative action and outreach programs that provide opportunities for women and minorities for better jobs and education and reject all efforts that would adversely affect or reverse equal opportunity programs designed to overcome discrimination.

Web site: [www.oneunitedmichigan.org](http://www.oneunitedmichigan.org)

Contact: Andrea Huth ([ahuth@mwadvocacy.com](mailto:ahuth@mwadvocacy.com)) or Alumnus Pete Woiwode ([petey@umich.edu](mailto:petey@umich.edu))

### Michigan ACORN

Description: ACORN, the Association of Community Organizations for Reform Now, is the nation's largest community organization of low- and moderate-income families, working together for social justice and stronger communities. Michigan ACORN is leading the effort to raise the state's minimum wage. Paid Fellowships available (<http://www.idealists.org/en/internships/103788-110/99369-165>)

Web site: <http://Michigan.acorn.org>

Contact: [miacorn@acorn.org](mailto:miacorn@acorn.org)

## NAACP Detroit

Description: From courtroom lawsuits to boardroom negotiations, from picket lines to economic boycotts, from schoolrooms to factory floors, the Detroit Branch NAACP has demanded justice and civil rights. We seek not merely a superficial procedural justice, but a substantive, deeper form of justice that derives from the very spirit upon which this country was founded.

Web site: [www.detroitnaacp.org](http://www.detroitnaacp.org)

Contact: [info@detroitnaacp.org](mailto:info@detroitnaacp.org)

## ☆ Teamsters (and other labor unions)

Web site: <http://www.teamster.org>

Contact: Isaac Robinson  
(313) 671-4400  
[wisaac\\_robinson@hotmail.com](mailto:wisaac_robinson@hotmail.com)

## Triangle Foundation

Description: Triangle Foundation is Michigan's leading organization serving the gay, lesbian, bisexual, transgender (GLBT) and allied communities. We have become the dominant force for advocacy and change regarding GLBT issues in Michigan policy, religion, business, education, and bias-crime victim assistance.

Web site: [www.tri.org](http://www.tri.org)

Contact: Sean Kosofsky ([sean@tri.org](mailto:sean@tri.org))

# non-profit

WASHINGTON, DC

## 21<sup>st</sup> Century Democrats

Where: Washington, DC

When: Full time, paid

Website: <http://www.21stcenturydems.org/index.php?src=jobs&srctype=display&id=4&submenu=about>

Application: Résumé, Cover Letter, and References

Contact: Alex Mullineaux  
(202) 626-5620  
[jobs@21stdems.org](mailto:jobs@21stdems.org)

## Americans for Democratic Action

Where: Washington, DC

When: Anytime

Website: <http://www.adaction.org/internship.html>

Application: Résumé and Cover Letter, ASAP

Contact: Valerie Dulk-Jacobs  
(202)-785-5980  
[valeriedj@adaction.com](mailto:valeriedj@adaction.com)

## Children's Defense Fund

When: Anytime

Website: <http://www.childrensdefense.org/internships/default.aspx>

Application: Apply by March 1 for legal internships, March 15 for other internships. Online Application, Résumé, Cover Letter, References, Writing Sample, Phone Interview

Contact: Nicole Bryant  
(202) 662-3626  
[NBryant@childrensdefense.org](mailto:NBryant@childrensdefense.org)



## Human Rights Campaign

When: Anytime

Website: [http://www.hrc.org/Content/NavigationMenu/About\\_HRC/Internships.htm](http://www.hrc.org/Content/NavigationMenu/About_HRC/Internships.htm)

Application: Apply by March 24, Online Application, Résumé, Cover Letter, Phone Interview

Contact: (202) 628-4160  
[hrc@hrc.org](mailto:hrc@hrc.org)

## National Organization for Women

When: Anytime

Website: <http://www.now.org/organization/intern.html>

Application: Apply by March 15 Résumé, Cover Letter, Online Application, References, Writing Sample

Contact: Maureen Kentoff  
(202) 628-8669, ext. 103  
[volunteer@now.org](mailto:volunteer@now.org)

## Naral Pro-Choice America

When: Anytime

Website: <http://www.prochoiceamerica.org/about-us/jobs-internships/>

Application: Varies

Contact: (202) 973-3018

## National Women's Alliance

When: 20 hours/week minimum

Website: [http://www.nwaforchange.org/nwa/priority\\_htmls/volunteer.html](http://www.nwaforchange.org/nwa/priority_htmls/volunteer.html)

Application: Online Application, Résumé, Cover Letter, Writing Sample, References

Contact: [generalinfo@nwaforchange.org](mailto:generalinfo@nwaforchange.org)

## People for the American way

Web site: <http://www.pfaw.org/pfaw/general/default.aspx?oid=16694>

Application: Process depends on internship. See web site for details

Positions: Several opportunities. See web site for details.

Contact: Depends on internship. See web site for details.

For general PFAW information, contact Alumnus Ken Nadolski ([kmnadols@yahoo.com](mailto:kmnadols@yahoo.com))

## ☆ Renewable Energy Policy Project

When: 20 hours/week, 3 months

Web site: [http://www.crest.org/aboutus\\_internship.html](http://www.crest.org/aboutus_internship.html)

Application: Résumé, Cover letter, Writing Sample

Contact: Matt Svrcek ([matts@repp.org](mailto:matts@repp.org))

## Sierra Club

Where: Washington, DC and San Francisco

When: Anytime

Website: [http://www.sierraclub.org/jobs/internships\\_dc/](http://www.sierraclub.org/jobs/internships_dc/)

[http://www.sierraclub.org/jobs/internships\\_sf/](http://www.sierraclub.org/jobs/internships_sf/)

Application: Apply by March 15. Résumé, Cover Letter, Writing Sample

Contact: Jeremy Peizer  
(202) 675-7905  
[dc-internships@sierraclub.org](mailto:dc-internships@sierraclub.org)

## ☆ Teamsters (and other labor unions)

Web site: <http://www.teamster.org>

Contact: Isaac Robinson  
(313) 671-4400  
[wisaac\\_robinson@hotmail.com](mailto:wisaac_robinson@hotmail.com)

# consulting/lobbying

## ☆ Advance Group (political consulting and lobbying)

Where: New York, NY

When: Flexible, Part Time and Full Time

Web site: [www.theadvancegroup.com](http://www.theadvancegroup.com); internship information: <http://www.umich.edu/~umdems/ag.pdf>

Application: Apply ASAP. Résumé and phone interview.

Contact: Elizabeth Chiafair

(212) 239- 7323

[echiafair@theadvancegroup.com](mailto:echiafair@theadvancegroup.com)

## American Continental Group

Where: Washington, DC

When: Anytime, 20 hours/week minimum

Web site: <http://www.acgprep.com/internships.html>

Application: Résumé and cover letter

Contact: Maryanne Laager

(202) 419-2500

[laager@acgprep.com](mailto:laager@acgprep.com)

## Dewey Square Group

Where: Washington, DC, Boston, Tampa, Sacramento, San Francisco, L.A., London

Website: <http://www.deweysquare.com/>

Contact: See web site

## Gragert Research (opposition research)

Where: Chicago, IL

Contact: Becky Parks (Alumna)

312-787-3322

[Rebecca@gragertresearch.com](mailto:Rebecca@gragertresearch.com)

## Malchow, Adams & Hussey

Where: Washington, DC

Website: <http://www.polisci.washington.edu/under/intern/polcomm.html>

Application: Résumé and Cover Letter

Contact: Liz Maw at (202) 682-2500

# internship programs

## Michigan in Washington Program

The Michigan in Washington Program offers an opportunity for 20-25 U of M undergraduates from all majors to spend a semester (Fall or Winter) in Washington. The program provides a chance for students to combine coursework with field research in an internship that reflects each student's particular area of academic interest. APPLY THIS WEEK FOR FALL!

Website: <http://michiganinwashington.lsa.umich.edu/MichInWash/>

## Public Service Intern Program

PSIP assists talented undergraduates from all academic departments in securing summer internship positions with congressional and congressional support offices, executive offices and agencies, judicial offices, special interest and lobby organizations, arts/museums, and print and broadcast media, in Washington, D.C.

Website: <http://cpp.umich.edu/students/findinginternship/psip/psip.html> - includes cover letter and résumé advice!

## Everett Public Service Internship Program

The Everett Public Service Internship Program provides 150 undergraduate and graduate students with a paid, ten-week summer internship in a public service organization of their choosing, in either Washington, D.C. or New York City. In addition, during a weekly lecture series, Everett interns are given the opportunity to converse with a wide variety of skilled and dedicated mentors who have succeeded in the public sector.

Website: <http://www.everettinternships.org/>

# additional resources

The Career Center's Links - <http://cpp.umich.edu/students/findingjob/joblisting.html#intern>

EMU's Political Science Internships Listings - <http://www.emich.edu/public/polisci/Internship/political.htm>  
Political internships in Michigan and D.C..

The Career Center's Library - [cpp.umich.edu](http://cpp.umich.edu)

Carries valuable internship and industry directories such as [The Internship Bible](#) and [Yale Daily News Guide to Internships](#).

**Other College Democrats Chapters**

Many College Democrats Chapters' web sites include internship postings, particularly regional opportunities.

## housing

Housing in DC can be expensive. Options include staying in DC university dorms for the summer, or subletting an empty apartment or house. Check out various DC universities' off-campus housing websites to find info about renting student houses for the summer.

**Craig's List** - [www.craigslist.com](http://www.craigslist.com)

A great way to find sublets in DC, New York (and now even Michigan!)

**American University**

*On campus:* [http://www.american.edu/ocl/housing/summer\\_housing\\_conferences/intern\\_housing.html](http://www.american.edu/ocl/housing/summer_housing_conferences/intern_housing.html)

*Off campus:* [http://www.american.edu/ocl/housing/academic\\_year\\_housing/univ\\_apts.html](http://www.american.edu/ocl/housing/academic_year_housing/univ_apts.html)

**Catholic University** - <http://conferences.cua.edu/>

**Georgetown University**

*On campus:* <http://www.georgetown.edu/housing/summer/>

*Off campus:* <http://och.georgetown.edu/>

**George Washington University** - <http://gwired.gwu.edu/cllc/summer>

**WISH (Intern Housing)** - <http://www.internsdc.com/housing.html>

**Washington City Paper** - [www.washingtoncitypaper.com](http://www.washingtoncitypaper.com)

The City Paper lists rental properties in the classified section. Also, once you get to DC, this is a great resource for upcoming concerts, shows, demonstrations, events, etc. You can pick it up on Thursdays at various record stores, restaurants, bars, and newsstands around town.

**Washington Post** - <http://www.washingtonpost.com/wp-adv/classifieds/rentals/front.htm>

The Washington Post has an extensive classified housing section; it includes leasing, sublets, renting for short-term, and by the month. Sunday's paper has the most listings.

**American University Eagle** - [www.eagle.american.edu](http://www.eagle.american.edu)

The paper is published on Mondays.

# application advice

## Cover Letters

- No spelling or typing errors.
- Address it to the person who can hire you.
- Write it in your own words.
- Show that you know something about the company and industry.
- Use terms and phrases that are meaningful to the employer.
- Show your skills and how you measure up.

## Résumés

- Only include information relevant to the job you are applying for.
- Be sure to include: volunteerism, membership, computer proficiency, and knowledge of other languages.
- Keep it under 1 page.
- Organize it in terms of objective, experience, education, and other skills/information relevant.
- Be sure to describe your roles and accomplishments with strong action words and key terms that will pop out at employers, usually ones that signify leadership and team roles you've had.

**Go to the Career Center at get your cover letters and résumé checked out!**