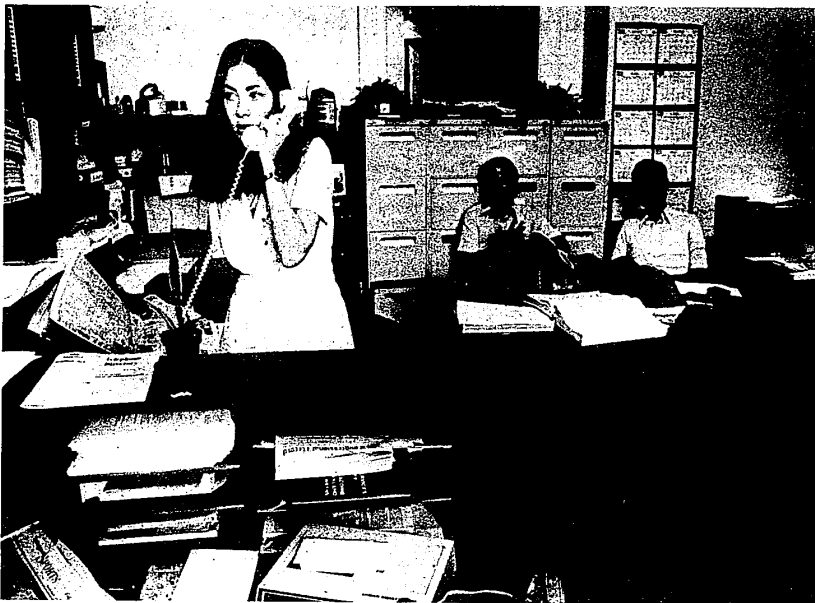


So... you want to be a summer intern in Foggy Bottom



Writer Carolyn Rosenberg was a summer intern for Congressman William Brodhead during summer, 1976.

Here's some advice from a 3-time intern

Working for a coveted place behind Washington doors

By CAROLYN ROSENBERG

"Don't just look at Washington. Look into it."

This motto, from the Public Citizen Visitors Center in Washington, D.C., encourages people to see their government in action, not merely to gawk at the monuments. And what better way to look into Washington politics than to spend a summer there. For myself, and hundreds of other students from across the nation, interning in D.C. proved to be a capital experience.

The benefits of a Washington summer are known to many—a first-hand look at the nation's problems and proposed solutions, access to tremendous cultural and literary resources, and the chance to cultivate friendships with many foreign visitors and students. Less well known is the tedious process one goes through to make the Washington dream a reality.

"It isn't what you know," is common advice generally given to anyone seeking a piece of the action in D.C. Don't believe it. Although it does not hurt to have friends in high places, it isn't necessary to have an uncle in the politics business to get a summer job.

As a senior in high school, my Washington "contacts" were limited to a form letter from the President and an autographed picture of my congressman. Yet, with persistence, I managed to secure an internship with Ralph Nader's Public Citizen Visitors Center (PCVC) in 1975, with Congressman Bill Brodhead in 1976, and with one's eye and be your ticket to employment.

If you feel your resume is lacking, get involved in activities which may lead me to believe there is an orderly, effective way to gain a summer internship. The time to begin inquiring about internships is now. Many students who wait until the spring to begin applying often find that positions are already filled and opportunities are limited. Establishing correspondence with targeted offices early in the fall enables you to get your name and credentials known first. It also gives you the necessary "lead time" to take a Civil Service or other placement tests which may be required.

Take full advantage of the extra months by supplying additional information about yourself and your activities. Try to cultivate a friendly

relationship with a prospective employer so that you can call or write periodically to express your continued interest in an internship.

THOUGH YOUR interest and perseverance may help you gain access to job competition, it is your style and substance that will keep you in the running. Because the competition is fierce, a complete, concise and easy-to-read resume will be a key ingredient for success.

A complete resume—for starters—should include your name, local/permanent address and phone number, high school and/or college attended, year of graduation, and academic major.

Academic achievements, extra-curricular activities and past job experience are suggested topics for categorizing information. If necessary, a further division can be made between high school and college activities, awards and experience. References should also be included.

Many students hesitate to mention their accomplishments for fear of appearing egotistical. But keep in mind that a resume is your chance to sell yourself. If you helped plan a charity drive, say so; if you canvassed for a political candidate, write that down too. These activities may seem irrelevant to the specific position for which you are applying, but you never know what your responsibilities on the job will ultimately be.

Resumes often get passed from one department to another as a personal courtesy; an item you list may catch someone's eye and be your ticket to employment.

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INCLUDE A separate cover letter with each resume you send out. Taking the time to write a personalized (rather than a form) letter means that you care about the job. Try to be personable, sincere and candid in your approach. Explain why you want the internship—did you hear about it from a former intern? Is it relevant to your field of study? Have you always been interested in the particular issue?

Write as persuasively and articulately as possible. Tell your employer

why and how you are perfect for the job.

Deciding where to apply is not a problem—apply everywhere. The more letters you send, the greater your chance for success. University Career Placement offices are a good place to begin.

Find out if your school has an established intern program for which you can apply. (The University of Michigan has an excellent one.) But, don't stop there. Apply to numerous places on your own so that you are not out in the cold if the intern program does not accept you. Also, intern program positions are not known until April or May; applying on your own may mean earlier notification.

Write to your senators and representative about internships, including possible positions on their subcommittees. Many students forget that members of Congress serve on various committees, and may know of openings.

ASK YOUR MEMBER of Congress for a copy of the Civil Service booklet listing summer jobs and requirements. Most all lobbies in Washington are listed in the "Congressional Record" of May 19, 1976 (pp. H436-H489). Send 25 cents to the Supt. of Documents, Government Printing Office, Washington, D.C. 20540, for a copy.

The local library is also a good internship resource. Look in the D.C. telephone directory for lists of federal agencies, lobbies and national headquarters of organizations. "The Washington Post" and "Washington Star" newspapers are sources for job listings; articles about current issues and the groups involved to contact.

Don't restrict your search to Washington, D.C. Surrounding areas in Maryland and Virginia are less well known to D.C. job seekers, but they may be rich in intern positions. Working in Chevy Chase, Md., or Rosslyn, Va., is not a disadvantage—D.C. is only minutes away by the new subway system. After the applications are sent out, the waiting game begins. Most places will acknowledge your letter, keep it on file, and either request an interview or let you know a final decision in early spring.

Around December, the urge to pick up and go to D.C. is strong. However, you should be warned. If you have interviews scheduled, it is worthwhile to travel to D.C. for a few days. But if you

are going in search of a job, you will find the majority of Congress on vacation.

Many agencies, in addition, will tell you to simply fill out an application, which can be easier done by mail. In short, an investment of time and money might be wasted.

A BETTER COURSE of action is to send more information about yourself to the places of interest, call to inquire about your status, and be patient.

Reconcile yourself to the fact that most intern positions in D.C. are volunteer, or pay very little. A congressional internship can include a stipend, as each member of Congress has available a \$1,000 Lyndon Baines Johnson Scholarship for summer interns. However, many members divide the funds among three or four students.

Lobbies pay—at most—\$75-\$100 a week, but the majority depend on a network of volunteers.

The best paying jobs are in Civil Service, but they are not the most exciting. A clerk-typist may make \$150 a week, but he/she will not have the same experiences as would an intern for Ralph Nader.

A summer in Washington costs about \$500-\$1,000, depending on where you stay, and what you eat. You may find that you cannot afford to be a volunteer. Don't lose sight of your options. Many universities offer work/study positions, where the school pays 80 percent of your salary, with 20 percent supplied by your Washington employer. Summer scholarships are available if the internship is taken for academic credit.

Students can flout fundraising events during the school year to earn money. The University of Michigan-Dearborn students' efforts eased the financial burden considerably.

A THIRD OPTION is to accept an eight week volunteer internship for June and July, and get a job in May and/or August to defray expenses. Taking a volunteer position one summer may be a ticket to a paid internship for the next year. The experience in Washington—volunteer or paid—is a tremendous advantage in gaining future employment in D.C. or elsewhere.

When the responses start to come in, consider the available positions carefully. Ask questions about the jobs to

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help you decide which to accept. Find out exactly what your responsibilities will be (clerical v. substantive work), and whether you will be able to design a project for academic credit, should you choose to do so. Be sure to determine your hours and length of stay in D.C., as well as your options to attend speaker presentations or other intern events during office time. You want to be happy with an internship, especially if the summer is costing you money.

For those students who secure a position, the next decision is where to stay. If you are limited on funds, try "house-sitting" for summer vacations. Look in the D.C. papers for ads, or ask workers in your summer office if they have

any tips. Living in a dormitory is one way to meet people, and be assured of security. Apartments are extremely expensive in the District of Columbia. Living in the outskirts, closer to Maryland or Virginia, may be easier on the pocketbook.

If April comes and prospects are bleak, it may be worthwhile to go to Washington anyhow.

By this time, agencies, federations and groups hiring Civil Service workers are more in a position to fill vacancies. If you are in town, and can start the next day, you might have the job over the applicant who has yet to be interviewed.

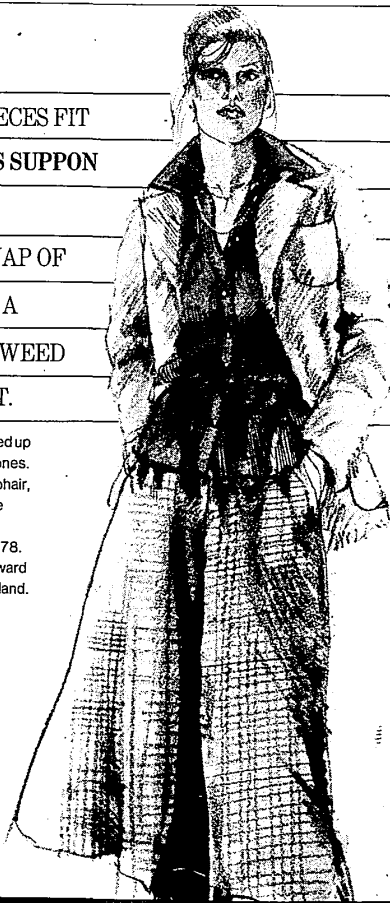
If all else fails, you may still wish to stay in D.C., working in an ice

cream parlor or haberdashery.

Spending a summer looking into Washington carries with it only one capital risk: many interns are known to come down with a strange illness. The natives call it "Potomac Fever."

OH, HOW THE PIECES FIT
WHEN CHARLES SUPPON
MIXES SOFTEST
MOHAIR, THE SNAP OF
CORDUROY AND A
GENTLE WOOL TWEED
FOR INTRESPORT.

An interplay of parts, summed up stunningly in hushed colortones. The jacket, in taupe wool mohair, \$136. Corduroy shirt in rose quartz, \$44. Dirndl skirt in taupe/quartz wool tweed, \$78. Misses' sizes. In The Woodward Shops at Northland and Oakland.



hudson's