

Date Submitted: _____ Submitted By: _____

2025 INTERNSHIP APPLICATION
Congressional Office of Representative Bruce Westerman (R-AR-04)

Thank you for your interest in applying for an internship in Congressman Westerman's Washington, D.C. Office. Congressman Westerman proudly serves Arkansas 4th Congressional district. The Congressman's office in Washington, DC serves his constituents visiting the Nation's capital as well as serves as a resource to him as he conducts his legislative duties.

The 4th Congressional District of Arkansas represents a vast portion of the state. Ranging as far north as Newton County, as far south as the AR/TX/LA State Lines, and as far east as Jefferson County, and is the State's largest Congressional district by land mass. Arkansas' remaining Congressional Districts are represented by Rep. Crawford (AR-01), Rep. Hill (AR-02), and Rep. Womack (AR-03).

To learn more about the Congressman's Office, visit our website here:

<https://westerman.house.gov/>

QUALIFICATIONS:

This application is open to any United States Citizen or Legal Resident, who will be 21 years of age by the start date indicated on this application.

Selection for this internship with Congressman Westerman will be chosen based on the merit of the applicant.

Exemplary applicants should be college students, or recent graduates, with relevant coursework or prior internship experience. Candidates should be able to demonstrate basic knowledge of the legislative process, and a desire to learn more during their internship. Candidates will be expected to interface with constituents and outside stakeholders, attend briefings and take notes, work with staff on preparing materials for various meetings and committee hearings, as well as perform other various office duties as assigned.

Following the submission of this application, applicants will be subjected to a two (2) round interview process with the Office of Congressman Bruce Westerman. When applying, please note that all interviews will be conducted from March 13, 2025, to March 21, 2025.

This application is due by 11:59PM CT on Wednesday, March 12, 2025.

If you have any questions regarding qualifications and eligibility, please call Congressman Westerman's Washington, DC Office at (202) 225-3772 or email AR04Internship@gmail.com.

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INSTRUCTIONS:

This application has three (3) sections.

Section I asks you to complete general background questions.

Section II asks you to submit a letter of recommendation.

Section III list questions for all intern applicants to complete.

Before the application begins, you must review the office social media policy and submit all appropriate, and applicable, social media usernames.

Once you have completed this application, please attach one (1) **letter of recommendation** and a **resume**, and submit the completed form via email: AR04Internship@gmail.com.

If you have any questions regarding the questions and content on this application, please call Congressman Westerman's Washington, DC Office at (202) 225-3772 or email AR04Internship@gmail.com.

INTERNSHIP:

You are applying for a Summer Internship Position with the Office of Congressman Bruce Westerman in Washington, D.C. Our summer internship program is split into two sessions. Please indicate which sessions you are available for. Select all that apply.

- ☐ Session One: May 27 – June 27, 2025 ☐ Session Two: June 30 – August 1, 2025
- ☐ I am available for the duration of the program; May 27 – August 1, 2025

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SOCIAL MEDIA:

If selected, you will be expected to exercise discretion and maturity in this internship. As an intern, you would be direct representation of Congressman Bruce Westerman, both his Washington D.C. Office, District Office, and the House Natural Resources Committee. **You are not to post to social media during the workday, at work events, at work-related receptions outside of business hours, etc. with comments nor photos of related to them.** Any violation of this is grounds for immediate termination.

After reading the office social media policies (Page 3 & 4), please provide all social media handles that you currently maintain in the space provided. The office reserves the right to monitor social media activity to ensure adherence to office policies, and your cooperation is mandatory. If you maintain private accounts, you may be asked to provide social media history.

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SOCIAL NETWORKING AND BLOGGING POLICY

Consistent with applicable law and the rules of the House, the Office respects the rights of its employees to use social media, personal websites, and social networking as a medium of self-expression for personal use. Increasingly, however, information, postings, and statements a Congressional employee shares on his or her personal social media may be construed by third parties as official activity and/or as representative of the views of the Office. Moreover, in some cases, such social media activity may be considered politically incompatible with the Office. Accordingly, Congressional employees must take particular care to use good judgment when utilizing social media as a personal activity.

Inappropriate Social Media Use

Posting to personal social media during the workday should be kept to a minimum. No posts should be made during business hours that reference what you are (or are not) doing at work. This includes photos and videos of office events like birthday parties, in-office lunches, visitors, etc.

When traveling on Office funds and/or representing the Office on an official or sponsored trip, it's not appropriate to post any photos or videos related to your work to your personal account.

No political posting to social media is allowed during office hours. No exceptions will be made to this policy. This includes a "like" or "retweeting" of others' political posts. No political posting during work hours should be observed even when on vacation.

If you do author, "like," or "retweet" a political post outside of office hours, please respect that you work for and represent the Office and the Member. You are seen as an extension of the Office and therefore your posts are watched and scrutinized more than others. Your views may be construed as or representing the Member even when they do not.

Employees should refrain from posting, maintaining, or otherwise contributing to any personal social media, on-line journals or blogs, tweets, or any other internet-based or electronic communication, document, or site that:

- a) appears to be any official business of the Office;
- b) in any way depicts, reveals, or describes confidential, or proprietary information of which the employee is aware as a result of his or her employment with the Office;
- c) unreasonably interferes with the ability of the Office to perform its functions efficiently and effectively (e.g., posts that contain negative or inflammatory comments regarding persons or entities with whom the Office interacts (constituents, other Members, etc.); or conflicts official positions of the Member.
- d) has the intent or effect of harassing or intimidating an individual (including, but not limited to, an employee of the Office) or group on the basis of an unlawful factor such as race, color, religion, gender, sexual orientation, gender identity, age, military status, national origin or disability; and/or interferes with the employee's work, constitutes the commission of an unlawful act, or harasses another employee.

This applies to all postings and use of social media and networking of any sort, whether at work or at home, whether connected with an employee's House employment or not, and whether conducted through House computers and resources or through personal computers and resources (such as a home computer/laptop and/or a personal phone).

An employee who violates this policy is subject to disciplinary action, up to and including immediate termination of employment.

Incidental Use

Employees are reminded that incidental personal use of equipment and supplies owned or leased by, or the cost of which is reimbursed by the House, is permitted only when such use is negligible in nature, frequency, time consumed, and expense.

Questions about this policy, including but not limited to, what constitutes confidential, proprietary, or appropriate information to be posted should be brought to the attention of the Chief of Staff, or his or her designee.

MEDIA RELATIONS

Only the Communications Director is authorized to communicate with members of the press without direct clearance from the Chief of Staff. Staff members receiving requests or contacts from the media regarding any issue related to their employment should report them to the Communications Director immediately.

SOCIAL MEDIA RELEASE

By signing, completing, and submitting this document, I recognize that I have read the preceding office policies as it relates to social media usage during my employment term with the Office of Congressman Bruce and I have listed all social media handles that I currently maintain.

Instagram: _____

Facebook: _____

Twitter/X: _____

TikTok: _____

Other: _____

Signature: _____

Date: _____

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I. BACKGROUND

Full Name: _____ Date of Birth: _____

Address: _____

Email: _____ Phone Number: _____

Resident of Arkansas' Fourth Congressional District: ☐ Yes ☐ No

High School: _____ Cumulative GPA: _____

University/College: _____ Cumulative GPA: _____

Anticipated Graduation Date: _____

II. LETTER OF RECOMMENDATION – Please Attach to Completed Application

Reference Name: _____ Title: _____

Email: _____ Phone Number: _____

III. Questions for all applicants

Please answer the following questions in the space provided:

1. **Describe any relevant coursework, projects, or extracurricular activities that demonstrate your interest in interning in the Congressman's Congressional Office.**

[illegible]

2. Why do you want to intern with Congressman Westerman's office specifically, and how do you envision contributing to his goals?

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

3. What areas interest you?

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

4. What skills do you have to bring to this internship? What skills do you hope to gain from this internship?

[illegible]