

**Office of Senator Mark Ridley-Thomas
Summer 2008**

My internship is with Senator Mark Ridley-Thomas office in the Capitol. The internship involves performing a variety of quasi-administrative tasks including processing and preparation of correspondence, meeting summaries and other documents. Participation in meetings with legislative advocates, constituents and staff is required. Duties include summarizing bills, research of policy areas, and the gathering of supporting data. Invitations are also extended to support the Senator and staff with events related to Senate business after hours. Various reports related to updating and tracking bills is required. This is a fast paced environment that requires a high level of critical and analytical analysis skills. Minimal direction is given for tasks, yet a high degree of accuracy is expected. A large degree of responsibility is given within a short period of time. Must have a working knowledge of government and the legislative process.

Before making the decision to accept this internship it would be helpful for a prospective intern to know that knowledge of the legislative process is required for this position. Thankfully, I was well prepared or I would have been totally stressed out! This internship would be a difficult for an intern without background experience in government or knowledge through educational preparation. If you have the legislative process down you will succeed! This is a challenging internship that will provide you with great work experience skills for your resume and I highly recommend it.

P.S. The office staff is great too!