WI Legislative Internships and How to Apply

updated 11/11/26

State Legislature

Dates and General Timelines

The Wisconsin Legislature generally hosts three internship cycles per year: Spring (January-April), Summer (May-August), Fall (September-December).

Please refer to the following application windows to ensure your application is considered in a timely fashion:

	Spring	**Summer**	**Fall**
First Consideration Deadline	December 1st	March 15th	July 1st
Final Consideration Deadline	January 1st	April 15th	August 1st

- *Please note that these are estimated timelines. Legislative offices may request interns outside of these program windows.*

General Information:

- **How to Apply:** Please apply through our Wisconsin Legislative Internship application on the Legislative Human Resources Office: https://legis.wisconsin.gov/lhro/internships/.
    - You will need to attach a resume, cover letter, and writing sample (5 pages max) as part of the application.
- Internships with the Wisconsin State Legislature are generally unpaid but will provide valuable experience and helpful insight into state government. They will also create an opportunity to meet Assembly and Senate leadership and build a network in Madison politics.
- Paid and unpaid internships are available.
- We are looking for students that are available for at least 8 hours per week and are interested in state government, politics, or communications. Interns will be placed with the office that best fits their interests and strengths. Most offices will need help Mon-Fri, 9:00am-5:00pm.
- Students benefit from a wide range of hands-on learning opportunities that provide valuable political experience, helpful insight, and a unique look inside state government operations. Some of the responsibilities are:
    - **Constituency Work** – Consists of responding to comments sent in by individuals, meeting with area residents, and working with local, state, and federal agencies to resolve constituent problems.
    - **Legislation** – Tracking current legislative proposals that have been introduced, researching new policy topics for future legislation, and drafting legislative proposals for introduction in the Assembly and Senate. Interns also have many opportunities to observe Assembly and/or Senate committee meetings, state budget deliberations, legislative sessions, and other State Capitol events.
    - **Press** – Includes tracking local media sources for references to state and local politics of interest, drafting press releases and editorials, and preparing remarks and speeches.
    - **Data Entry** – Working with our computer database to enter incoming constituent contacts, track constituent opinions, and update electronic records.

- Internship Program Contact: Justin Brock, Legislative Human Resources Office, justin.brock@legis.wisconsin.gov

Assembly Democrat and Republican Contacts

- Internship Caucus Coordinators:
  - Assembly Democrats: asmdeminternships@legis.wisconsin.gov
  - Assembly Republicans: AssemblyRepublicanCareers@legis.wisconsin.gov

Senate Democrat and Republican Contacts

- Internship Caucus Coordinators:
  - Senate Democrats: SenDemInternships@legis.wisconsin.gov
  - Senate Republicans: SenateRepublicanInternships@legis.wisconsin.gov

US Senate

Senator Tammy Baldwin

A limited number of paid internships to support the work of Senator Baldwin's office are available in her Washington, D.C., Milwaukee and Madison offices. As an intern you will work on a wide range of projects and will work with staff in an administrative capacity to address constituent requests and concerns.

Applications are currently being accepted for spring internships in Senator Baldwin's Madison and Milwaukee offices. Student interns will have the opportunity to interact with state staff on a variety of matters, including constituent correspondence, legislative concerns, casework, and office communications. Strong candidates will have excellent written and verbal communication skills and be capable of working independently on a wide variety of tasks. Other valued qualities for this position include attention to detail, customer service, and the ability to work in a fast-paced environment with a pleasant, professional manner. Interns must be able to work 10 hours per week in Madison and 20-30 hours per week in DC, and will be compensated at the rate of $15 per hour. Schedules are made upon a student's availability.

Please note: Senator Baldwin's office participates in E-Verify and will require a Form I-9 to provide to the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to confirm that one is authorized to work in the U.S.

- Application and information here for DC, Madison and Milwaukee offices: https://www.baldwin.senate.gov/help/students/internship-application
- Need to set up an account to apply.
- The deadline to apply for a fall internship in Washington, D.C. is July 12. The deadline to apply for a fall internship in Madison or Milwaukee is July 31. Please apply using the forms above.
- Internships are paid.
- If you have any questions regarding the internship program, please email Josue Peralta, josue_peralta@baldwin.senate.gov.

Senator Ron Johnson

- Full application details and information here: https://www.ronjohnson.senate.gov/internships
- Internship opportunities are available in all 4 offices: Oshkosh, Milwaukee, Madison and Washington, DC.
  - Internships in the Washington, DC office allow students to experience the legislative process firsthand. Washington office interns may assist with legislative research, attend committee hearings, conduct Capitol tours, and help with administrative duties.

    - Oshkosh, Milwaukee and Madison internships allow students to gain experience with casework, constituent services, and constituent outreach. Internship duties in any of the three offices can be tailored to a student's career goals and policy interests
    - Summer internships: completed packets are due the second Friday in March.
      Fall semester internships: completed packets are due the first Friday in August
      Spring semester internships: completed packets are due the first Friday in December
    - Internship opportunities are available year-round. Spring internships run from early January to May, the summer internships run from May to August, and the fall internships run from September to December. Start and end dates can be flexible to accommodate a student's academic semester schedule
- College students, graduate students, and recent graduates who are considering further education programs are encouraged to apply. College credit is available
- Any questions regarding internships in Senator Ron Johnson's office should be sent to internships@ronjohnson.senate.gov.
- Intern contact: Joshua Hartling Joshua_Hartling@ronjohnson.senate.gov
- Email material to internships@ronjohnson.senate.gov. Unofficial transcripts are acceptable.
    - A one page resume
    - Two letters of recommendation
    - A college transcript
    - A writing sample in response to the following statement:
      Senator Ron Johnson's office is guided by the following 5 core values: teamwork, respect, integrity, professionalism, and loyalty. Choose one of these, and in a few paragraphs, discuss what that value means to you and how you demonstrate it.

US House of Representatives–WI Congressional Delegation

Representative Mitchell Berman

Representative Mark Pocan
In the District office

- Intern Responsibilities
    - Answer constituent telephone inquiries
    - Process constituent letters
    - Draft correspondence to constituents
- What We're Looking For
    - Strong communication skills
    - Ability to work independently
    - Positive attitude
    - Minimum 10 hours per week availability
- Program Details
    - Commitment: Minimum 10 hours/week
    - Compensation: Unpaid
    - Who can apply: Students of all backgrounds and majors welcome
- Contact Kahlil Kaldhusdal at Kahlil.Kaldhusdal@mail.house.gov or 608-258-9800 with any questions regarding internships in Madison, Wisconsin.
- District Office Deadlines:
    - December 1 for spring
    - April 3 for summer
- Pocan Internship Form: https://pocan.house.gov/services/internship-application

In the Washington, DC office

- Internships run throughout the fall, spring or summer semesters for college students. The hours are flexible to accommodate students' course schedules, but generally run 9:00 AM to 6:00 PM when Congress is in session, and 9:00 AM to 5:00 PM when not in session.
- In Washington, intern responsibilities will vary. DC interns divide their time between constituent correspondence and legislative tasks, with special attention to the Congressman's work through his committees and caucuses, like the Labor Caucus and LHHS subcommittee. Depending on their level of interest, interns are also able to assist the communications team. The DC program is catered towards upperclassmen and graduates due to its increased time demand and emphasis on networking and career readiness.
- Candidates of all backgrounds are encouraged to apply.
- Applications are available through the office's website using the same form as the district office. Applicants should ensure they have selected the correct office in their application. Deadline: Nov 15 for spring and March 15 for summer.
- Contact Alec Schwehm at alec.schwehm@mail.house.gov or 202-225-2906 with any questions regarding internships in Washington, D.C.
- Additionally, the Washington DC internship program offers paid ($1700/month) internship positions with hours spanning roughly 35-45 hours/week that run 2-3 months. The office is also able to cover commuter costs to and from work for metro or gas.

Representative Rebecca Cooke

TBD

Representative Gwen Moore
The Washington, D.C. office of Congresswoman Gwen Moore (WI-04) is seeking interns for the upcoming Spring 2027 term.

Responsibilities include answering phones, attending hearings and briefings, drafting and editing constituent correspondence letters, writing memos, conducting research for the legislative staff, and otherwise providing support for the day-to-day activities of the office. Interns are paid via a monthly stipend.

The Office of Congresswoman Moore is an equal opportunity employer. We do not discriminate based on race, ethnicity, gender, sexual orientation, religion, national origin, age, or socioeconomic status. All are welcome and encouraged to apply.

Interested applicants should send a resume, cover letter, and two short writing samples to WI04DC.Internships@mail.house.gov. Additionally, applicants should indicate their availability on an hourly, daily, and monthly basis during the Spring term. The deadline to apply is 6:00pm ET on Friday, November 13th .

- Intern contact: Ron Washington Ron.Washington@mail.house.gov

Representative Scott Fitzgerald
- The Office of Congressman Scott Fitzgerald (WI-05) is seeking to hire an organized, motivated, and detail-oriented student or recent graduate in his Washington DC office for a paid spring semester internship. (Jan- May)
- Internship responsibilities include answering constituent calls, conducting research, guiding tours of the U.S. Capitol, engaging in constituent correspondence, and assisting with special projects.
- Interested applicants should email a resume, dates of availability, and at least two references to gopmidwestjobs@gmail.com.
- The deadline to apply is 5:00 pm EST on Friday, December 11th. Wisconsin ties are encouraged but not required.
- Intern coordinator: Sebastian Fischbach Sebastian.Fischbach@mail.house.gov

Representative Glenn Grothman

- Students interested in applying should be motivated, detail-oriented, display a strong work ethic, and interact well with constituents. In addition, applicants should have a strong interest in the legislative process and the function of Congress. Internship is in-person only.
    1. A monthly stipend will be provided to individuals selected for the internship.
    2. Internship duties in the Washington, DC office may include:
        1. Answering constituent phone calls and directing them appropriately
        2. Researching legislation for the Member and legislative staff
        3. Attending congressional hearings and policy briefings
        4. Answering constituent letters on various issues before the House
        5. Helping the communications/press team
        6. Conducting Capitol tours for constituents and other guest
        7. Other projects as assigned by the staff.
- To apply, please email your resume to Wisconsin.Resumes@mail.house.gov. Ties to the state of Wisconsin are preferred, but not required.
- Fall Session usually runs Late August through Early December. The Spring session usually will run from Mid-January till the beginning of recruiting for the Summer semester in May. There aren't set dates for when people can apply. Usually, the office will advertise the position starting early November.
- The Summer internship session will begin in May and continue through July. The hours are flexible to accommodate students' course schedules, but generally run 8:30 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session.
- Intern contacts:
    - Liam Reid Liam.Reid1@mail.house.gov

Representative Michael Alfonso
TBD

Representative Tony Wied

- Rep Wied's office is looking for conservative candidates who are hardworking, quick learners, eager to help, flexible, assertive, charismatic, team player, and is from WI or from WI08 (this is preferred but not essential for the internship)
- Responsibilities include: answering phones, giving Capitol tours, attending congressional hearings /briefings, assisting the legislative team with research projects and must more!
- You can apply online through our website using this link Internships | Congressman Tony Wied or email Abigail.natoli@mail.house.gov and be sure to include what internship session you prefer
- There is no deadline to apply but be sure to apply sooner rather than later
- Start date and end date for internships can be flexible (Summer typically runs through mid May-August, Fall runs from Sept-December/Jan Spring runs from Mid Jan-beginning of May)