

Communications Professional

Heather Hill

207.123.4567 | congressional_employee@mail.com | Bethesda, MD

PROFESSIONAL SUMMARY

Communications professional with Capitol Hill experience adept at leading in a high-pressure, fast paced environment. New media savvy with the ability to deploy a new media strategy to broaden audience reach. Reliable writer, editor, and researcher for op-eds, issue briefings, speeches, press releases, and policy documents.

PROFESSIONAL EXPERIENCE

U.S. House of Representatives – Washington, DC Office of Congressman Jones (D-NY)

Communications Director, 2017-Present

- Develop and execute plan for communicating Senator's activities to a diverse set of audiences.
- Manage Press Team and proactively collaborate with press corps in Washington and state offices.
- Developing working relationships with broadcast, print, and online news media.
- Serve as the office's primary spokesperson; innovate and produce results under tight deadlines.
- Ensure permanent scrapbook for historical archiving of press generated materials is updated consistently.

U.S. Senate – Washington, DC Office of Senator Klein (D-ME)

Press Secretary, 2012-2017

- Drafted press releases, statements, op-eds, and other press materials; oversaw social media content and responded to incoming requests from reporters.
- Pitched reporters and producers and planned press conferences and events; screened and responded to daily inquiries from the press.
- Prepared floor speeches for Senator; managed multiple projects at once while working under tight deadlines.

Deputy Press Secretary, 2009-2012

- Assisted the communications team on national media outreach, website administration, video editing, and managing press inquiries; maintained index/library of releases and related media publications.
- Executed effective social media strategy and managed new media presence; updated press list; drafted press releases, statements, media advisories, and other written materials.
- Kept abreast of relevant media issues and informed staff of scheduled appearances by Senator.

Press Assistant, Jan 2007-2009

- Compiled daily news clips and mentions of the Senator.
- Took photos of the Senator at events and meetings; designed digital media and infographics for the Senator's social media accounts.

EDUCATION

Maine State University, Portland, ME

- M.A. Public Affairs (2007)
- B.A. Mass Communications and Journalism, Minor in Graphic Design (2006)

SKILLS

Microsoft Office, InDesign, Photoshop, Facebook, Twitter, Instagram, LinkedIn, YouTube, Google Analytics

References available upon request.

Legislative Mid-Level

Irene Hill

123 Liberty Lane, Washington, DC 20510
(555) 555-5555 | congressional_employee@mail.com

PROFESSIONAL EXPERIENCE

Office of U.S. Senator

Research Assistant | Washington DC | 2019 – 2022

- Meet with constituent groups, prioritize projects, and perform duties in a fast-paced environment.
- Assist with writing speeches, floor statements, and press releases.

Legislative Correspondent | Washington DC | 2016 – 2019

- Respond to constituent mail and ensuring legislative team's weekly mail goals are met.
- Proactively keep abreast of legislative developments in assigned policy portfolio.
- Provide support to Legislative Assistants by researching issues, drafting memos, and attending meetings.

Office of U.S. Senator

Staff Assistant | Washington DC | 2015 – 2016

- Greeted visitors and answered telephone calls in fast-paced DC front office.
- Led tours of the Capitol and processed flag requests with minimal supervision.
- Managed summer intern program and acted as liaison between staff and interns.
- Proactively completed special projects such as researching, writing, and editing letters and memos.

Environmental Advocacy Organization

Associate | Washington DC | 2012 – 2015

- Conducted research and analyzed data on policy developments in energy, the environment, and agriculture.
- Drafted reports for Congress and member organizations.

Office of U.S. Representative

Communications Intern | Alexandria, VA | 2011 – 2011

- Managed district office's web-based communications outreach efforts.
- Responded to constituents' concerns regarding legislative issues.

EDUCATION AND TRAINING

Graduate University | Arlington, VA | Expected 2024

- Candidate for Masters in Public Policy

Undergraduate University | Charlotte, NC | 2012

- Bachelor of Science: Environmental Studies

Congressional Research Service Training

- Budget Resolutions and Reconciliation: Overview of the Federal Budget Process
- Advanced Legislative Process Institute
- Congress: An Introduction to Process and Resources

Legislative Professional

Jose Hill

225.123.4567 | congressional_employee@mail.com | Alexandria, VA

Congressional Experience

U.S. House Committee on Veterans Affairs, Washington DC

Staff Director, 2018 – Present

- Establish and implement the Congressman’s legislative priorities and supervise/manage policy staff.
- Monitor policy developments, particularly within the Senator’s committee jurisdiction.
- Approve drafted legislation and amendments; analyze legislation on the House and Senate floor and make vote recommendations; screen “Dear Colleague” letters and recommend potential bills to cosponsor.
- Review annual appropriations requests and provide recommendations; write talking points; approve floor and committee remarks.

U.S. Senate, Senator Pinky, Washington, DC

Senior Policy Advisor, 2013 – 2018; Policy Advisor, 2010 – 2013; Legislative Assistant, 2005 – 2010

- Responsible for staffing the Senator on the Senate Committee, with an emphasis on (e.g. Veterans’ Affairs.)
- Drafted legislation and amendments, analyzed bills, wrote memoranda, drafted committee and floor statements/remarks.
- Drafted supporting and dissenting views for legislation and wrote speeches and remarks.
- Monitored legislative developments within committees and briefed Senator on status of legislation.
- Built coalitions on various initiatives to ensure legislative success; interfaced and represented Senator with constituent and special interest groups.

U.S. Senate, Washington, DC

Law Clerk, Committee on Homeland Security, 1999

Law Clerk, Committee on the Judiciary, 1998

Intern, U.S. Senator Patrick, 1995

Legal Experience

Metropolitan Law Firm Washington, DC

Staff Attorney, 2000 – 2005

- Represented individuals in a variety of legal settings, including U.S. District Court, state courts, and administrative hearings.
- Litigated cases in federal and state court, and negotiated cases to resolution through both formal and informal means, including mediation.

Education

J.D. University Law Center, Washington, DC

B.A. English Undergraduate University, Baton Rouge, LA

Professional Associations

Bar Memberships: DC and LA

(Name of) Congressional Staff Association

National Bar Association

Condominium, Board Member

Legislative Professional

Kevin Hill

413.123.4567 | congressional_employee@mail.com | Arlington, VA

PROFESSIONAL SUMMARY

Experienced policy advisor adept in drafting, analyzing and advancing legislation. Highly skilled at cultivating and maintaining strong relationships with senior level staff, key stakeholders, and industry groups on behalf of the Member. Working knowledge of all phases of the legislative process and U.S. government relations.

PROFESSIONAL EXPERIENCE

U.S. Senate Committee on Banking, Housing, and Urban Affairs 2019 – Present
Professional Staff

- Lead a team of three in conducting oversight regarding fiscal policy, housing finance, and financial regulatory policy.
- Plan and execute hearings, mark-ups, and supervise other staff members in preparation of hearings materials.
- Analyze legislation related to assigned issues and brief committee members on current developments; monitor Senate floor activity and provide status reports regarding pending legislative developments.
- Prepare statements and talking points for committee members on pending legislation and hearing topics.
- Maintain a working knowledge of the legislative process: bill drafting, Congressional Budget Office scoring, report writing, floor debate, and conference negotiations; act as liaison with outside groups & government officials.

Office of U.S. Senator Solomon Fish 2015 – 2019
Legislative Assistant

- Served as primary advisor to the Senator on banking, finance, housing, and urban affairs.
- Formulated his policy agenda and stayed current on legislative developments, including monitoring committee activities associated with the issue portfolio.
- Drafted legislation, memos, talking points, letters, and vote recommendations.
- Worked closely with federal agencies, constituents, and coalitions.

Credit Union Advocacy Group 2012-2015
Government Relations Associate

- Researched and prepared federal legislative updates to share with member organizations in a monthly online newsletter.
- Participated in meetings, briefings, and conference calls with executives and senior leadership, as well as other stakeholders to develop policy positions and regulatory comment letters.
- Maintained an Excel list of congressional staff covering the financial portfolio and conducted meeting outreach.

Office of U.S. Senator Jerry Williams 2009- 2012
Legislative Correspondent

- Drafted responses to constituent correspondence and conducted research on banking and economic issues.
- Assisted the Legislative Assistant as required; attended committee hearings; assisted with writing talking points, floor statements, and memos.

Staff Assistant 2007-2009

- Performed administrative and clerical duties in support of constituent outreach.
- Scheduled and led constituent tours of the US Capitol.

EDUCATION

University Name, New Haven, CT (virtual)
Master of Public Policy

University Name, Lowell, MA
Bachelor of Arts in Political Science

Military/Veteran

Maria Hill

Potomac, MD | 240.123.4567 | candidate@email.com

CONGRESSIONAL EXPERIENCE

Congressman Leroy Jackson (R-ND), Military Fellow 2022 – Present

- Serve as the primary advisor, forming the Congressman's policy agenda on foreign affairs and defense issues
- Keep abreast on current on legislative and policy developments in portfolio
- Monitor committee activities in policy portfolio, draft legislation, memos, talking points, and vote recommendations.
- Meet with constituents and advocacy groups; work closely with federal agencies

INTERNATIONAL & DIPLOMATIC SECURITY EXPERIENCE

U.S. Embassy (Mission Support Company), Diplomatic Protective Security Specialist 2020 – 2022

- Provided security protection to U.S. Department of State personnel and high-level U.S. Government officials as a member of a mobile security team.
- Planned missions and directed motorcade operations from the safety of the U.S. Embassy to various official meeting sites overseas.
- Served as a counterterrorism instructor (Reconnaissance & Surveillance).

Systems Integration Inc., Director of Security 2017 – 2020

- Directed the daily operations of Protective Security Detail missions and motorcade operations, while maintaining a 24/7 Operations Center overseas.
- Managed daily security operations of security sites and provided daily security brief to corporate management, and implemented Standard Operating Procedures for the company's Security Department.

Global Corp., Regional Manager 2015 – 2017

- Responsible for over 5000 local national linguists and 500 U.S. hires in the central region for this global company that delivers integrated solutions for military and commercial customers.
- Provided direct linguistic support to the U.S. and Coalition Forces overseas, which supported 7 different U.S. Military locations.
- Ensured all Global Corporation International Zone life support was coordinated through the U.S. Embassy and State Department.

MILITARY EXPERIENCE

U.S. Army, Senior Noncommissioned Officer 1990 – 2015

- Senior enlisted member and advisor to the Commander in a combat and peacetime environment for over 5 years.
- Responsible for worldwide deployable infantry company to include accountability, supervision, training, health, welfare, and combat readiness of 220 combat soldiers and \$30 million worth of equipment.
- Served in combat operations in various locations and assisted the Commander in policy making and U.S. Government missions.
- Analyzed training modules, modified existing programs and developed new training curriculum.
- Created security plans for military operations and briefed staff.

EDUCATION

Military College, Online | Master's in Intelligence Analysis

City College, Annapolis, MD | Bachelor of Science in Homeland Security

SECURITY CLEARANCE

Department of State Secret (Active) & Department of Defense Secret (Active)

LANGUAGE

Fluent in Arabic

State Office

NATHAN HILL

Boston, MA | 617-123-4567 | congressionalemployee@gmail.com

PROFESSIONAL EXPERIENCE

United States Senate, Senator Sammy Smart **2013 – Present**
State Office Director **Boston, MA**

- Represent the Senator in all areas of the state; direct and plan operation of the state office staff; schedule and chair state office staff meetings; perform special projects as assigned by the Senator.
- Implement office policies and procedures; oversee recruiting, hiring, and training of new employees.
- Maintain communication with the Washington, D.C. office & with community business leaders & constituent groups.
- Coordinate the Senator's district schedule and accompany the Senator on visits throughout the state.
- Schedule meetings with government agencies and congressional offices; liaise with political leaders in state.
- Deliver speeches at events in state when the Senator is not available.

Field Representative **2010 – 2013**

- Worked directly with constituents experiencing problems or difficulties with the Federal Government regarding Veterans issues, Social Security, and IRS.
- Contacted agencies to obtain information to assist constituents and created a log of cases.
- Monitored casework for problems which might be resolved by legislative action.
- Respond to constituent correspondence; developed and maintained relationships with local businesses and governments, and community organizations to provide assistance/intervention regarding appropriate projects.
- Represented the Senator at hearings, meetings, or other functions.

Caseworker **2007 – 2010**

- Independently processed constituent services casework in the areas of IRS, Small Business, FEMA, and OPM.
- Evaluated and monitored complex cases until resolved; analyzed and assessed federal policies and programs.
- Worked closely with federal, state, and local agencies regarding federal programs and constituent concerns/complaints.
- Monitored current events in cities and towns throughout the state; represented the Senator at various in-state events.
- Composed correspondence and letters for supervisor and Senator's signature.

Veterans' Service Organization **2005 – 2007**
Employment Analyst Recruiter **Springfield, MA**

- Provided interpretation and oversight of the execution of the federal directives in regards to the veteran administration policies and procedures.
- Directed intensive case management to veterans including: transitional skills, analysis, counseling and guidance services, career assessment, career planning, and job placement; researched employment trends and labor market analysis and vocational training programs.
- Provided analytical and logistical support development in establishing employer contacts during full life cycle recruiting through a network of community business, professionals, social networks and cold calling.

Department of Community and Human Services **2003 – 2005**
Community Service Specialist **Springfield, MA**

- Directed intensive case management to clients including: transitional skills, analysis, guidance services, individual and family counseling.
- Assisted households diverted from shelter as well as those experiencing homelessness through coordination of available resources i.e., landlords, management companies, and non-profit providers, comparable benefits and individualized support.

EDUCATION

MA Social Work, University of the Atlantic
 BA Government, Northeast University

The Cover Letter

Hiring managers often use the cover letter to identify candidates who would be a good fit for their office and who artfully showcase their relevant experience and strong writing skills. You should strive to tailor each cover letter to the specific vacancy or office to which you are applying. However, this does not mean that you have to compose an entirely new cover letter each time.

Below are basic components of a cover letter:

Your contact information: Your current city/state, email, and phone number.

Hiring organization's information (optional): Office name, hiring manager's name (if known), and the office's mailing address.

Introductory paragraph: This paragraph should outline why you are writing. Indicate which role you are applying to, how you heard about the position or opportunity, and a compelling reason why you should be considered. If you have strong state or regional ties to an office, add this information here.

Body paragraphs (1-2): The following "body" paragraph(s) should contain reasons why you are applying to the role or office. This is also where you may emphasize your relevant skills or experiences that relate to your ability to do the job. Whenever possible, use the information available to you (through the job ad or online information about the organization) to illustrate how your experience matches what the hiring manager is looking for.

Closing paragraph: Finish your letter by reiterating your interest in the position. Thank the hiring manager and discuss next steps, such as stating your availability to discuss your qualifications in an interview.

Cover Letter Do's

- Address your cover letter to a specific person, if you can.
- Keep your cover letter concise. It should be no more than one page.
- Conduct research on the office or organization before writing. This way, you can tailor your letter to a specific role or situation.
- Support your skills and qualifications by referencing specific traits or skills from the vacancy advertisement, and drawing parallels with your current or past experiences.
- Make sure your application documents (resume and cover letter) use the same font style and size.

Cover Letter Samples

The following cover letter samples are organized by job category, from entry-level to professional staff.

Sample 1 Entry-level

January 1, 2023

Owen Wright
Communications Director
Office of Senator Casey Adams
142 Hart Senate Office Building
Washington, DC 20510

Dear Mr. Wright:

I am writing to apply to the Press Assistant position in the Washington, DC office of Senator Casey Adams. I am very excited for this opportunity, which I found on the Senate Employment Bulletin, and hope to use my education and experience in communications to help develop and support the Senator's messaging on current issues important to constituents in Hawaii.

During my internship with Hawaii State Senator Max Bones, I communicated daily with constituents and assisted staff with research and other administrative responsibilities. In this small, fast-paced office, I learned to act quickly and with discretion to better serve the Member and address constituents' concerns in a professional and timely manner.

Additionally, I am a skilled communicator who is able to craft effective messaging for digital and print media. As a digital intern at the Environmental Advocacy Organization, I worked closely with the communications and marketing teams to showcase the organization's efforts online. I assisted with content curation on the website, used Photoshop to design graphics for social media, took photos at events and fundraisers, and edited video footage. I also drafted tweets and Facebook posts to accompany the graphics that I created. I've included several example Tweets and graphics as my attached writing sample.

I am excited to contribute as a member of Senator Adams' communications team. Thank you for your consideration of my application. I welcome the opportunity to meet with you to discuss my interest in this role, and can be reached at 808-123-4567 or candidate@email.com.

Sincerely,

Alexandra Hill

Sample 2 Administrative

Daniel Hill

Arlington, VA 22201

703-123-4567 | candidate@email.com

January 1, 2023

Dear Hiring Manager:

I am writing to express my interest in your current administrative vacancy. I have a wealth of non-partisan administrative experience, and I would like to utilize my skills to the benefit of you and your staff. My background and experience give me the substantive foundation to succeed within this role. I believe my character, work ethic, and passion for administrative functions are the true assets that I can bring to your team.

I am an experienced administrative professional who has the ability to build strong working relationships with vendors, staff, and support agencies. I understand the unique environment of Capitol Hill and am capable of providing the oversight and implementation of departmental policies. I have experience leading administrative functions, including budget planning, personnel and payroll, ensuring compliance and developing procedures, and scheduling and calendar management. Given my background, I believe I would bring a great deal of expertise to your office. An administrative role is a very important one, requiring attention to detail, thoroughness, discretion and flexibility. I am well equipped and eager to serve you and your staff in such a role.

In closing, I would be thrilled at the opportunity to work for the Senator's office. I am available for an interview at your convenience. Thank you in advance for your consideration.

Sincerely,

Daniel Hill

Sample 3 Communications

Paula West
Chief of Staff
Office of Senator Casey Adams
142 Hart Senate Office Building
Washington, DC 20510

Dear Ms. West:

I am thrilled to learn that Senator Adams is looking for an individual to lead communications strategy. The Senator is firmly established as a strong leader on issues affecting everyday Americans, and I would welcome the opportunity to assist in this endeavor. Please accept this cover letter and resume as my formal application for the Communications Director position.

In my current position, I have handled every aspect of our communications shop—regularly speaking to national reporters to generate coverage, pitching and staffing hearings and press conferences, helping to craft our media strategy for multiple legislative priorities, coordinating our messaging with other congressional offices, and leading a digital strategy that resulted in a significant increase in social media followers in a single year.

I've learned to quickly identify and capitalize on media opportunities. As the primary spokesperson, I work closely with legislative staff members to help shape the press strategy to ensure that our message is properly communicated. In my previous position, my responsibilities included drafting and editing statements, press releases, and columns. I also managed social media accounts and used those outlets to make sure that the Congressman's message was conveyed to the largest possible audience in the most effective way. My experience leading communications has uniquely prepared me for this opportunity.

In short, I am ready to work hard and have the skills to hit the ground running. I am confident I can help bring the experience needed to lead the office's proactive communications strategy and help to amplify the message and policy agenda of the Senator.

I appreciate your consideration and look forward to discussing my interest further.

Sincerely,

Heather Hill
207.123.4567
congressional_employee@mail.com

Sample 4 Legislative

Lakeview Drive
Potomac, MD 20817
240-123-4567
candidate@email.com

January 1, 2023

Dear Hiring Manager:

I read with great interest the announced legislative assistant vacancy within your office. I write today to ask your consideration and to illustrate my ability to succeed on the Senator's legislative team.

Through my academic career and professional experience, I have sought to expand my understanding of a wide breadth of legislative issues. It is through this experience that I have been able to refine my research, writing, and understanding of public policy. My qualifications and experiences include creating and leading diverse coalitions and teams to accomplish targeted goals; drafting and analyzing legislation, policies, and regulations; coordinating with local, state, and federal government officials; communicating complex concepts; and building and maintaining relationships with colleagues, constituents, and relevant stakeholders.

I would seek to advance the Senator's priorities and effectively serve their constituency. It is vital to understand that providing legislative assistance is a significant part of the functions of the office, and it is my hope that as a candidate for this position, I will have the opportunity to contribute to the ongoing success of this institution.

Thank you for your consideration of my application. I welcome the opportunity to discuss my interest in this opportunity, and am happy to provide a list of references who can attest to my character and experience. I can be contacted at 240.123.4567 or candidate@email.com.

Respectfully,

Maria Hill

The Writing Sample

Senate offices will often request writing samples to evaluate your writing abilities. While some offices may ask you to submit your writing sample(s) with your application, others may have you complete a skills assessment later on during the interview process.

When selecting a writing sample, you should always follow the guidance outlined in the job advertisement. If no guidance is provided, consider using a piece that is relevant to the position or policy portfolio to which you are applying. Generally, the recommended length for a writing sample is approximately two to three pages.

Below are a few ideas:

- Academic research papers
- Background memos summarizing a complex issue or information to brief an executive
- Briefing or hearing memos from prior internships
- Constituent response letters
- Floor remarks, Congressional Record statements, other public record remarks or talking points
- Op-eds, articles, or other published works
- Press releases or media advisories
- Social/digital media content, including sample tweets, blog posts, graphic designs, and infographics
- Other original work demonstrating your research and writing abilities.

Note: If you choose to use a memo or other work product from a past Hill internship, you should confirm with your internship coordinator or supervisor that it is okay to use the piece. Some offices may consider these work products to be property of the office, or may request that office identifying information be “scrubbed” or removed from the document.

If you don’t have a writing sample in mind, it is acceptable to write a new piece for the employer. You could select a recent bill or current issue to research and summarize—this way, you’ll have a fresh, relevant writing sample that is specific to the position.