

## **District Representative of the 4<sup>th</sup> District of Colorado**



As an intern at a District Representative office you will have two main responsibilities. Your first responsibility is to assist the constituents of the district with the problems that they are having with Government Agencies. The second part of your job will be to represent the Congressional Representative at certain events.

### **Intern Responsibilities**

- Assist with case files
- Contact Government Offices for assistance with case files
- Attend events to represent and/or assist Congresswoman Betsy Markey
- Answer phone calls from constituents
- Send faxes, emails, and mail to constituents and Government Offices

### **Advice**

- Must have a flexible attitude and mind set
- Be personable and polite
- Always be professional
- Never be afraid to ask your co-workers questions or for advice

If interested either call Betsy Markey's office in Greeley at 970-351-6007 or go to <http://www.govtrack.us/congress/findyourreps.xpd?state=CO> to find out who your representative is.