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### Executive Summary of Tonya 2010 Public Affairs Internship

This past summer I spent six weeks interning in the Washington, D.C., office of Virginia Congressman Bob Goodlatte. The primary responsibilities of an intern involve answering phones, greeting visitors, conducting tours of the Capitol, processing mail, and attending hearings for the staff. Occasionally staff members delegate special tasks to the interns as well. Besides having these responsibilities, Congressional interns have the opportunity to sit in on many hearings and briefings that attract their interest. All of these responsibilities and opportunities helped me as an intern to educate myself and become a better employee and representative of my office.

In a Congressional office, interns undoubtedly gain a better understanding of their professional and office skills. By the end of my six weeks, I had improved some abilities in which I already had experience, like note-taking and research; and I even developed new skills such as answering the phone and leading tours. Also, surrounded by media outlets and other sources of information, I had no choice but to learn about important issues confronting our nation today and to form my own opinions about them. Finally, this internship taught me a lot about myself. In such a high-paced work environment, I was able very early on to identify my strengths and weaknesses. By the end of the internship, I had improved in nearly every category. Although the work environment was a political one, I believe the lessons I learned in Congressman Goodlatte's office will apply to almost any profession I choose to pursue.