



# Congressional Budget Office

September 2018

Dear Colleague:

We are pleased to provide you with information about the Congressional Budget Office for the 2018–2019 recruiting season.

CBO provides the objective, timely, nonpartisan analyses that the Congress needs to make critical decisions. Our work focuses specifically on the federal budget and the economy and involves a broad range of subject areas, including health care, tax policy, national defense, the environment, energy, employment and labor markets, infrastructure, education, income-support programs, regulations, finance, and public investment.

In particular, we are interested in prospective employees who are pursuing advanced degrees in economics, health policy, public policy, financial management, and statistics. We encourage you to provide the enclosed information to your doctoral candidates who may have an interest in nonpartisan policy work. CBO can consider noncitizens who are permanent residents seeking U.S. citizenship. (The agency also hires budget and research analysts who have masters' degrees and research assistants with bachelors' degrees.) You can view profiles of some CBO analysts at [www.cbo.gov/about/our-careers/our-people](http://www.cbo.gov/about/our-careers/our-people) to see why they joined CBO and why they enjoy their work.


We encourage you and your students to register at [www.cbo.gov/careers](http://www.cbo.gov/careers) to receive job announcements and notices for our graduate-level summer internship program. We also host seminars for student groups visiting Washington, D.C.; the current schedule is online at [www.cbo.gov/about/careers/recruiting-events](http://www.cbo.gov/about/careers/recruiting-events).

We have enclosed one sample report: *The Distribution of Household Income*, an analytical report. You can find *An Update to the Budget and Economic Outlook: 2018 to 2028*, an annual report produced by staff members from across the agency at [www.cbo.gov](http://www.cbo.gov).

We hope you find this information useful, and we look forward to hearing from your students who may be interested in an analytical career at CBO, a unique organization that plays a crucial role in public service. We plan to interview for upcoming positions in January 2019 at the ASSA Annual Meeting in Atlanta.

For answers to employment and internship questions or to schedule a student seminar, please contact me at [careers@cbo.gov](mailto:careers@cbo.gov) or call 202-226-2628.

Sincerely,



Annita Gulati Cox, PHR, SHRM-CP  
Human Resources Specialist

Enclosures

# JOB OPPORTUNITIES

## ***Various Divisions***

The Congressional Budget Office is a small nonpartisan agency that provides economic and budgetary analysis to the Congress. Following are CBO's typical job descriptions.

### **ASSISTANT ANALYST**

***If you have a bachelor's degree in economics, public policy, or a related field and strong quantitative skills.***

Assistant analyst positions typically work 2-3 years and are ideal for those with an undergraduate degree, typically in the fields listed above, who want substantive work experience before attending graduate school. Openings which may occur in the any of the following divisions: Budget Analysis, Financial Analysis, Health, Retirement, and Long-term Analysis, Tax Analysis, Macroeconomic Analysis, Microeconomic Studies, and National Security. Assistant analysts provide the divisions' economists or budget analysts with spreadsheet and statistical analyses, graphics, literature reviews, and other research assistance. He or she may also conduct independent research on a variety of topics.

### **ANALYST**

***If you have a master's degree in public policy, public affairs, public health, economics, or a related field.***

CBO's budget analysts work closely with key Congressional staff on the development of the federal budget. Analysts in cover a wide range of federal programs including: agriculture, commerce, justice, energy and the environment, health, human resources, defense, veterans' affairs, the management of federal lands and natural resources, and public investments in science, telecommunications, and transportation infrastructure. Analysts prepare multiyear projections of spending for specific federal programs, analyze the Administration's budget proposals, and prepare cost estimates for legislation being considered by the U.S. Senate and House of Representatives. The Congress relies on such analyses to prepare its annual budget plan, evaluate the President's budgetary proposals, and measure the potential budgetary impact of policy proposals. Individual CBO analysts have wide-ranging responsibilities and often play a significant role in the legislative and budget process.

### **ECONOMIST/ANALYST**

***If you have a Ph.D. degree in economics, finance, health policy, or a related field.***

Economists contribute to the full range of a division's responsibilities that include preparing longer-term CBO studies and shorter-term memoranda and testimonies, performing detailed analyses of proposed legislation, and assessing the impact on the private sector of a variety of legislative initiatives.

### **SUMMER INTERNSHIP PROGRAM**

***If you are working towards a master's or Ph.D degree in economics, public policy, public affairs, health policy, or a related field.***

Interns contribute to CBO's work in program areas such as budget and tax policy, health care, national defense, the environment, education, retirement and other income assistance, regulation, and public investment. Summer internships typically last for 10 weeks.

Internships are project-based and interns are selected based on academic level and work experience that is relevant to the current projects. The application is open between January and February.

**View current job openings and FAQs, register for job alerts, and submit your application at [www.cbo.gov/careers](http://www.cbo.gov/careers). Email [careers@cbo.gov](mailto:careers@cbo.gov) with questions.**

### ***Contact***

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