Finding Internship and Jobs in The Federal Government

Part One – Find a Federal Internship
An excellent strategy to obtaining Federal employment is to get a Federal internship. Skills and relationships developed through experiential learning can give you a distinct advantage in your job search. Here are some excellent resources to help you get started.

1) Conduct a general search to learn about the wide variety of opportunities. These web sites are great places to start learning about what is available:
   www.makingthedifference.org
   http://www.usajobs.gov/

Fast Track Opportunities:
Motivated students can be hired directly after graduation!
   ▪ Federal Service Student Ambassadors- www.opm.gov/employ/students/index.htm
   ▪ Presidential Management Interns (PMI) - www.pmi.opm.gov

2) Research agencies whose missions interest you most. Here are federal government departments. These sites may also have additional job and internship information:

Cabinet-level Agencies
   • Department of Defense www.defenselink.mil
   • Department of Veterans Affairs www.va.gov
   • Department of Treasury www.treas.gov
   • Department of Homeland Security www.dhs.gov
   • Department of Justice www.usdoj.gov
   • Department of Agriculture www.usda.gov
   • Department of Interior www.doi.gov
   • Department of Transportation www.dot.gov
   • Department of Health and Human Services www.hhs.gov
   • Department of Commerce www.doc.gov
   • Department of Labor www.dol.gov
   • Department of Energy www.doe.gov
   • Department of State www.state.gov
   • Department of Housing & Urban Development www.hud.gov
   • Department of Education www.ed.gov

Non-cabinet-level Agencies
   • Central Intelligence Agency www.cia.gov
• Congressional Budget Office www.cbo.gov
• Corporation for National and Community Service www.cns.gov
• Environmental Protection Agency www.epa.gov
• Equal Employment Opportunity Commission www.eeoc.gov
• Federal Communications Commission www.fcc.gov
• Federal Deposit Insurance Corporation www.fdic.gov
• Federal Reserve System www.federalreserve.gov
• General Accountancy Office www.gao.gov
• General Services Administration www.gsa.gov
• Library of Congress www.loc.gov
• National Aeronautics and Space Administration www.nasa.gov
• National Archives and Records Administration www.nara.gov
• Nuclear Regulatory Commission www.nrc.gov
• Office of Management and Budget www.whitehouse.gov/omb/
• Office of Personnel Management www.opm.gov
• Securities and Exchange Commission www.sec.gov
• Social Security Administration www.ssa.gov
• Small Business Administration www.sba.gov
• Smithsonian Institution www.si.edu
• United States Agency for International Development www.usaid.gov

3) Consider checking-out organizations that help place students in federal internships and jobs:
   - The Washington Center for Internships and Academic Affairs - www.twc.edu
   - The Hispanic Association of Colleges and Universities’ National Internship Program (HNIP) - www.hacu.net
   - National Association for Equal Opportunity in Higher Education (NAFEO) - www.nafeo.org
   - Washington Internships for Native Students (WINS) - www.american.edu/wins
   - Washington Semester - www.washingtonsemester.com
   - American Indian Science and Engineering Society (AISES) - www.aises.org
   - Workforce Recruitment Program (WRP) - www.dol.gov/odep/pubs/brochures/wrp1.html
   - Washington Internship Institute - www.ielnet.org/
Part Two – Find and Apply for a Federal Job

1) Internship and volunteer experience matters. Capture these experiences and skills in your resume, letters and interviews.

2) Do your research on the different agencies, and then target your job search. For more details, see:
   - Newly-updated USAJobs site - www.usajobs.opm.gov
   - Comprehensive ranking of best federal workplaces - www.bestplacetowork.org

3) Meet with your Career Consultant, and pay attention to the CPDC website and TartanTRAK for upcoming information sessions and job fairs.

4) Research online. Here is a list of websites that can help you find and apply for a federal job:
   - USA Jobs - www.usajobs.opm.gov
   - Monster Public Service - www.monster.com/?forum=3507
   - The Resume Place - www.resume-place.com/
   - AvueCentral - www.avuecentral.com
   - America Jobs - www.americajob.com/
   - FedWorld - www.fedworld.gov
   - Public Service Employees Network - www.pse-net.com

The Federal Government is hiring. Here are the top openings through 2012:
   http://data.wherethejobsare.org/wtja/home

Biologists are needed in the Food & Drug Administration, Architects for the Rural Housing Service, Computer Technologists for the IRS or Federal Aviation Administration, and many others. For federal jobs listed by majors and degrees, see: www.usajobs.opm.gov/ei23.asp.

A note about KSAs, which were previously used by the Federal Government to determine fit for a job based on job-related Knowledge, Skills and Abilities. While no longer used, you want to be sure to match job requirements with skill descriptions in your resume. See www.usajobs.opm.gov and your Career Consultant for advice on applying for Federal Employment.

5) Apply. Keep a file with copies of all of your awards, transcripts, writing samples and a current resume. Being prepared will make the application process much easier. Sell yourself!

6) Follow up. If you need to make a decision but haven’t heard back, call the agency contact.
Part Three – Helpful Web Sources

The following section will guide you to find additional federal resources and scholarships.

Work for Issues and Causes

- National Institute of Child Health and Human Development - [www.nichd.nih.gov](http://www.nichd.nih.gov)
- National Park Service - [www.nps.gov](http://www.nps.gov)
- Foreign Agricultural Service - [www.fas.usda.gov](http://www.fas.usda.gov)
- Bureau of Indian Affairs (mentoring at-risk youth) - [www.bia.gov](http://www.bia.gov)

Scholarships/ Fellowships/ Loan Assistance

- Student Loan Forgiveness - [www.staffordloan.com/repayment/forgiveness.php](http://www.staffordloan.com/repayment/forgiveness.php)
- Student Loan Repayment Assistance - [www.opm.gov/oca/pay/studentloan/](http://www.opm.gov/oca/pay/studentloan/)
- Scholarship for Service Program - [www.opm.gov/hr/employ/products/recruitment/Scholarship/scholarshipmain.htm](http://www.opm.gov/hr/employ/products/recruitment/Scholarship/scholarshipmain.htm)
- The Environmental Protection Agency’s (EPA) Science To Achieve - [www.epa.gov/careers/stuopp.html#star](http://www.epa.gov/careers/stuopp.html#star)
- Results (STAR) Graduate Fellowship Program - [www.nsf.gov/funding/](http://www.nsf.gov/funding/)
- National Security Education Program (NSEP) - [www.ndu.edu/nsep/](http://www.ndu.edu/nsep/)
- White House Fellowships - [www.whitehouse.gov/fellows/](http://www.whitehouse.gov/fellows/)

Embracing Diversity

The federal government is successful in building and maintaining a diverse workforce at all levels.

- National Institutes of Health (NIH) offers a variety of internships such as the Undergraduate Scholarship Program - [www.jobs.nih.gov](http://www.jobs.nih.gov) designed to expand the pool of students from disadvantaged backgrounds interested in careers in biomedical research.
- The Department of Energy’s Mickey Leland Energy Fellowship encourages students at Historically Black Colleges and Universities, Hispanic Serving Institutions, and Tribal Colleges and Universities to gain experience through summer internships and employment related to fossil energy - [http://fossil.energy.gov/education/lelandfellowships/](http://fossil.energy.gov/education/lelandfellowships/)
- The Department of Transportation’s Summer Transportation Internship Program for Diverse Groups promotes opportunities at Transportation to women, individuals with disabilities and minorities - [www.fhwa.dot.gov/education/stipdq.htm](http://www.fhwa.dot.gov/education/stipdq.htm)