



PARTNERSHIP FOR PUBLIC SERVICE

# **Federal Internships: Finding and Applying for Summer 2010 Part Two**

Jennifer Close  
Caroline Pettit

February 25, 2010

# Agenda

- ★ About the Partnership for Public Service
- ★ Student Opportunities and Where to Find Them
- ★ Searching on USAJOBS.gov
- ★ Applying on USAJOBS.gov
- ★ Other Methods of Applying
- ★ Q&A



# The Partnership for Public Service

The Partnership works to revitalize our federal government by inspiring a new generation to serve and by transforming the way government works.



# Student Opportunities and Where to Find Them

- ★ Student Temporary Employment Program
- ★ Student Career Experience Program
- ★ Other Student Opportunities



# Federal Student Programs

## Student Temporary Employment Program (STEP)

### Description

- Traditional internship
- Great program for a summer or short-term experience
- Typically paid
- Length of the experience is set by the agency
- Not required to be posted on USAJOBS.gov

### Eligibility

- Any student enrolled in an accredited degree granting institution



# Federal Student Programs

## Student Career Experience Program (SCEP)

### Description

- Related to what a student is studying
- Typically paid
- Students work at least 640 hours (or less depending on academic achievement or prior experience)
- After experience, students are eligible to be hired into an agency non-competitively
- Not required to be posted on USAJOBS.gov

### Eligibility

- A student is enrolled in an accredited degree granting institution
- An agency must form an agreement with the institution the student is attending



# Other Student Opportunities

## ★ Traditional Internships

## ★ Student Volunteers

## ★ Third-party internship providers

- School-based “in Washington” programs
- The Washington Center
- Washington Semester (American University)
- Hispanic Association of Colleges and Universities (HACU)
- National Association for Equal Opportunity in Higher Education (NAFEO)
- Washington Internships for Native Students (WINS)



# Where to Find Internship Opportunities

- ★ USAJOBS.gov
- ★ Agency Web sites
- ★ Google Search
- ★ Personal Contacts



# Searching on USAJOBS.gov

- ★ The New USAJOBS
- ★ Searching for Student Jobs
- ★ Narrowing Down Your Results with “Advanced Search”



# Searching on USAJOBS.gov

[Search Jobs](#) [My Account](#) [Info Center](#) [SIGN IN OR CREATE AN ACCOUNT](#)

**USAJOBS**  
"WORKING FOR AMERICA"

What: (keywords)  Where: (city, state or zip code)  [Browse Jobs >](#)  
[Advanced/International Search >](#)

[Search Jobs](#)

[First Time Visitors](#) [Why Work for America?](#) [Special Hiring Events](#)

[Individuals with Disabilities](#) | [Veterans](#) | [Students](#) | [Senior Executives](#)

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This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.



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# Searching on USAJOBS.gov

Search Jobs My Account Info Center

SIGN IN OR CREATE AN ACCOUNT

**USAJOBS**  
"WORKING FOR AMERICA"

**STUDENTJOBS**  
"BUILDING AMERICA'S FUTURE"



## Welcome Students

Your career in the Federal Government starts here! We offer valuable job experience, training opportunities, excellent benefits, and opportunity for advancement. Whether you are student in high school, college, or graduate school seeking work experience or you are about to graduate and begin your career, consider Federal service!

What: (keywords)

Where: (city, state or zip code)

All Student Jobs

Search Student Jobs

## Resources

[Federal Jobs by College Major](#)  
[Student Educational Employment Programs \(STEP/SCEP\)](#)  
[Student Career Experience Program \(SCEP\)](#)  
[Internships](#)  
[Summer Employment](#)  
[Volunteer Service](#)

[Student Educational Employment Programs \(OPM\)](#) – Detailed information for agencies interested in hiring through the STEP and SCEP programs

## What you need to know...

- **Governmentwide Hiring Programs for Students** – Current students who are primarily interested in part-time or seasonal work should consider the Student Temporary Employment Program (STEP), the Student Career Experience Program (SCEP), or various internships, summer jobs, and volunteer experiences. Individuals interested in starting a Federal career may be interested in SCEP, the Federal Career Intern Program, or the Presidential Management Fellows Program (graduate students). Search student jobs above.
- **Entry Level Employment upon Graduation** – Individuals with an Associate's degree or equivalent will generally be considered at the GS-4, with a Bachelor's degree at the Grade 5 (GS-7 with superior academic achievement), with a Master's degree at the GS-9, and a PhD at the GS-11. See [chart](#) for details. Simply search for jobs you qualify for and follow the instructions on how to apply. [Search for employment opportunities.](#)



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# Searching on USAJOBS.gov

[Search Jobs](#) [My Account](#) [Info Center](#)

Welcome Bill!

[Sign out](#)

**USAJOBS**  
"WORKING FOR AMERICA"

**TIP:** Use Advanced Search for more options

Search Jobs: What (job title, keywords)

Where: (city, state or zip code)

[Browse Jobs >](#)  
[Advanced Search >](#)

Search Jobs ▶

[First Time Visitors](#)

[Why Work for America?](#)

[Special Hiring Events](#)

[Individuals with Disabilities](#)

| [Veterans](#)

| [Students](#)

| [Senior Executives](#)

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This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.



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# Searching on USAJOBS.gov

**USAJOBS**  
"WORKING FOR AMERICA"

### Advanced and International Search

**Keyword Search** ?  
(e.g., Job Title, Agency Name, Job Announcement #, Control #) [More Tips](#)

enter KEYWORD

**Title Search** ?

enter JOB TITLE

**Series Number Search** ?  
Showing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers).

enter SERIES NUMBER

**Occupational Series** ?  
For multiple selections, hold down **Ctrl** (**Command** for Macs) while clicking selections.

- 0680 - Dental Officer
- 0630 - Dietitian / Nutritionist
- 2151 - Dispatcher
- 2030 - Distribution Facilities & Storage Mgmt Specialist
- 1397 - Document Analyst
- 5364 - Door Systems Mechanic
- 0408 - Ecologist
- 0119 - Economics Assistant
- 0110 - Economist**
- 1087 - Editorial Assistant

**Location Search** ?  
For multiple selections, hold down **Ctrl** (**Command** for Macs) while clicking selections

- ID-Innougnot 10ano
- ID-Twin Falls
- ID-Zigzag
- IL
- IL-Alton
- IL-Central Illinois
- IL-Champaign-Urbana
- IL-Chicago Metro area**
- IL-Cook county
- IL-Danville
- IL-Decatur

**Compensation Search**

**Salary Range** ? from  to  **OR** **Pay Grade (GS)** ? 5  to 7

Use "Advanced Search" to narrow your results:

- Keyword
- Job Title
- Location
- Salary Range
- Pay Grade

**TIP:** Jobs matching the search can be emailed to you automatically!



# Searching on USAJOBS.gov

## EXAMPLE:

Occupational Series=  
Economist

Location=Chicago

GS= 5 to 7



### Occupational Series ?

For multiple selections, hold down **Ctrl** (**Command** for Macs) while clicking selections.

2151 - Dispatcher  
2030 - Distribution Facilities & Storage Mgmt Specialist  
1397 - Document Analyst  
5364 - Door Systems Mechanic  
0408 - Ecologist  
0119 - Economics Assistant  
**0110 - Economist**  
1087 - Editorial Assistant  
1710 - Education and Vocational Training Specialist  
1720 - Education Program Specialist

### Location Search ?

For multiple selections, hold down **Ctrl** (**Command** for Macs) while clicking selections.

ID-Zigzag  
IL  
IL-Alton  
IL-Central Illinois  
IL-Champaign-Urbana  
**IL-Chicago Metro area**  
IL-Cook county  
IL-Danville  
IL-Decatur  
IL-Des Plaines

### Agency Search ?

For multiple selections, hold down **Ctrl** (**Command** for Macs) while clicking selections.

- Select -  
Agency For International Development  
AGRICULTURE, DEPARTMENT OF  
Agricultural Marketing Service  
Agricultural Research Service  
Animal & Plant Health Inspection Service  
Departmental Management  
Economic Research Service  
Farm Service Agency  
Food and Nutrition Service

### Compensation Search

#### Salary Range ?

from  to

OR

#### Pay Grade (GS) ?

5  to 7

# Searching on USAJOBS.gov

**USAJOBS**  
"WORKING FOR AMERICA"

**BRIEF VIEW**   **DETAILED VIEW**

Search Results

Closing	Job Summary
1/25/2010	
1/25/2010	
1/25/2010	
1/26/2010	
1/26/2010	
1/26/2010	
1/28/2010	

**Search Results**   Page 1 of 1

**Closing**   **Job Summary**

11/8/2010   **Economist**

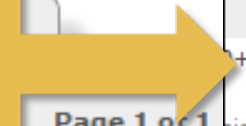
Salary rates will vary depending on the geogr

**Vacancy Ann #:**WA-295873-AH  
**Who May Apply:**Public  
**Pay Plan:**GS-0110/07  
**Appointment Term:**Permanent  
**Job Status:**Full-Time  
**Opening Date:**11/09/2009  
**Salary Range:**From \$33,477.00 to \$43,521.00

⊖ Collapse

**Search Results** 1-1 of 1   Page: [1]   Page 1 of 1

**TIP #2:** Refine your search if there are too many results.



Where: (city, state or zip code)  
Washington, DC

Search > Select Radius

Save this search and email me jobs

**Current Search**

Only Jobs Open To **ALL** U.S. Citizens  
 **ALL** Jobs (I'll Determine If I Can Apply) ?

**You Added ...** ?

economist [Remove](#) X  
Washington, DC [Remove](#) X

[Clear All And Start New Search](#) X

**Refine Your Results**

- ▶ Salary
- ▶ Grade
- ▶ Occupations
- ▶ Agencies
- ▶ Senior Executive Jobs
- ▶ Posting Date
- ▶ Work Schedule
- ▶ Exclude These

RSS Feed Of This Search ?



# Applying on USAJOBS.gov

- ★ Applying Online
- ★ Analyzing Job Vacancy Announcements
- ★ Building Your Federal Resume
- ★ Filling Out Application Questionnaires and Writing KSAs



# Applying on USAJOBS.gov

Search Jobs My Account Info Center



Search Jobs

What: (keyword)

< Back to Results

OVERVIEW

DUTIES

QUALIFICATIONS & EVALUATIONS

BENEFITS & OTHER INFO

HOW TO APPLY

## Langley Research Center

**Job Title:** Student Career Experience Program (SCEP)  
**Department:** US National Aeronautics & Space Administration  
**Agency:** Langley Research Center  
**Sub Agency:** Langley Research Center  
**Job Announcement Number:** LA10N0035

**SALARY RANGE:** 22,454.00 - 73,329.00 USD /year  
**OPEN PERIOD:** Tuesday, December 22, 2009 to Wednesday, December 22, 2010  
**SERIES & GRADE:** GS-0000-02/11  
**POSITION INFORMATION:** Full-Time Student Career Experience  
**DUTY LOCATIONS:** 1 vacancy - Hampton  
**WHO MAY BE CONSIDERED:** This announcement is open to US Citizens.

### JOB SUMMARY:

These positions are part of the Student Career Experience Program (SCEP) also known as Cooperative (Co-op). It is established in the excepted service and provides for planned, progressive educational institution. Positions can be filled at any grade level. Students advance to higher grades the more education they receive. Their advancement is approved by management.

Go to section of this Job:

Apply Online

Print Preview

Save Job

Share Job

### Agency Information:

NASA's Resume Operations Center  
Mailstop: HS50  
Marshall Space Flight Center, AL 35812

### Questions about this job:

Linwood J. Smith  
Phone: 757 864-2558  
Email: LaRC-DL-  
LaRC-Jobs@mail.nasa.gov

### Job Announcement Number:

LA10N0035

Control Number: 1761898



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# Applying on USAJOBS.gov

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[Search Jobs](#)

What: (keyword)

[Back to Results](#)

**OVERVIEW**

DUTIES

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### OVERVIEW

Summary of the organization's mission and impact, plus a brief description of the job and its key requirements



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## Duties

[Back to top](#) ▲

### Additional Duty Location Info:

1 vacancy - Hampton

The purpose of the Student Career Experience Program (SCEP), is to provide students with exposure to public service, enhance their educational experience, and provide financial support to encourage and support their educational goals. The Cooperative Education Program is formally structured to give students the opportunity to work in positions related to their academic/career goals. A written agreement is required between the employing Center, school and student. Within 120 calendar days after completing educational requirements, the employing agency may non-competitively promote and convert a student to a career/career-conditional or term appointment. The conversion is not guaranteed and is based on the need of the agency. Positions can be in any of the following specialties:

Aerospace/Aeronautical Engineering

Computer Engineering

Electrical Engineering

## DUTIES

Lists major duties and responsibilities of the position, adding more detail to the brief overview



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## Qualifications and Evaluations

[Back to top](#) ▲

### QUALIFICATIONS REQUIRED:

Must be pursuing a baccalaureate or graduate degree in one of the academic majors or related fields listed above. Salary is based on academic classification.

You must:

- a. Be a United States Citizen
- b. Be at least 16 years old
- c. Have at least a 2.9 (3.0 GPA for Engineering)
- d. Be pursuing a baccalaureate or graduate degree in one of the academic majors or related fields listed above.
- e. Must be enrolled in an accredited college or university on at least a half-time basis.

### HOW YOU WILL BE EVALUATED:

Your resume and any additional documentation will be reviewed by managers with vacant Co-op positions in their organizations. Your credentials will be reviewed on criteria such as education, paid or volunteer experience, and demonstrated leadership and teamwork abilities. Positions may be filled at any time prior to the closing date of this announcement.

## QUALIFICATIONS & EVALUATIONS

Identifies skills and experiences needed for the role, and explains how applications will be assessed



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## Benefits and Other Info

[Back to top](#) ▲

### **BENEFITS:**

NASA offers excellent benefit programs and competitive salaries. To learn more about pay and benefits at NASA, click [HERE](#).

### **OTHER INFORMATION:**

Your USAJOBS account asks you to assign a name to each of your resumes. When you apply to a NASA position, we will show you the text of the resume you have submitted, but we do not maintain the name you have assigned to that resume. If you wish to keep track of that information, we recommend you make note of it at the time you apply.

U.S. citizenship is required.

Any applicant tentatively selected for this position may be required to undergo a pre-employment background investigation.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

## **BENEFITS & OTHER INFO**

Describes additional elements of the compensation package or perks associated with the job



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# Applying on USAJOBS.gov

## How To Apply

[Back to top](#) ▲

### HOW TO APPLY:

This vacancy is being filled through NASA STARS, an automated Staffing and Recruitment System. NASA provides a seamless application process. Before you begin the application process, please read the vacancy announcement carefully and have all required information available. You may begin the process of submitting your resume at the bottom of this page for "Apply Online".

In order to be considered, you must submit a resume completed on the USAJOBS site. When completing your application, please remember that NASA limits resumes to the equivalent of approximately SIX typed pages (including headers and footers) of characters including spaces. You will NOT be allowed to complete the application process if your resume was uploaded to USAJobs from a second source. Additionally, NASA does not accept documents that are scanned or attached through USAJobs.

Once you submit your resume to NASA, you will be asked to complete a short series of additional questions. You must complete the entire process in order to have a complete application package and receive consideration. Your answers will be reviewed when you finish the entire application.

You may edit a previously-submitted application, if the announcement is still open. For more information, see the announcement.

If you are unable to apply electronically for this position, submit your resume and supplemental questions to: National Aeronautics and Space Administration (NASA), Resume Operations Center, Mailstop: HS50, Marshall Space Flight Center, AL 35812. DO NOT submit your resume directly to the Center after the closing date of the announcement. Hard copies of resumes are not accepted.

If you are a first time applicant, we recommend you complete a resume. Failure to submit the supplemental questions may result in a loss of consideration for positions in which you are qualified.

All applications must be received no later than the closing date of the announcement.

### REQUIRED DOCUMENTS:

NASA's application process has been specifically designed to evaluate your qualifications and eligibility for the position. You will be asked to answer screening questions and supplemental questions. For example you need not submit narrative "KSA's" unless you focus on preparing a resume that better demonstrates your qualifications. Consult the [Applicant Guide](#).

Nothing further is required until requested by the Human Resources Office. At that point, we may ask you to submit documentation to support statements made in your resume. For example, we may ask you to provide academic transcripts or proof of Federal

## HOW TO APPLY

Provides step-by-step instructions on how to apply and may include information on when/how applicants can expect to hear from the agency

### AGENCY CONTACT INFO:

Linwood J. Smith  
Phone: 757 864-2558  
Email: LaRC-DL-LaRC-Jobs@mail.nasa.gov

Agency Information:  
NASA's Resume Operations Center  
Mailstop: HS50  
Marshall Space Flight Center, AL 35812

### WHAT TO EXPECT NEXT:

Candidates for NASA positions are evaluated using our automated staffing and recruitment system, which compares your skills and experience as described in your resume with the requirements of the position. If you are a qualified candidate, you will be referred to the selecting official for further consideration. (In some cases, special consideration must be considered and selected before other candidates.) Whether or not you are selected for an interview depends upon the location of the position and the judgment of the selecting official.

# Federal Resumes

Search Jobs **My Account** Info Center

- My Account - Main Page
- Profile
- Resumes**
- Search Agents
- Saved Jobs
- Saved Documents
- Application Status

## USAJOBS<sup>®</sup>

"WORKING FOR AMERICA"

**Sign in to my account**

Username or Email:

Password:

Forgot your [Username and/or Password?](#)



# Federal Resumes



## Profile

[Notification Settings](#) [Change Password](#) [Delete Account](#)

### Form Sections:

[Personal Information](#) | [Account Information](#) | [Current Goal](#) | [Citizenship Status](#) | [Veterans' Preference](#)

### Personal Information

* First Name	<input type="text" value="Abraham"/>						
Middle Name	<input type="text"/>						
* Last Name	<input type="text" value="Lincoln"/>						
* Home Address	<input type="text"/>						
Home Address 2	<input type="text"/>						
* City/Town	<input type="text" value="Springfield"/>						
* State/Territory/Province	<input type="text" value="Illinois"/>						
* Postal/Zip Code	<input type="text"/>						
* Country	<input type="text" value="US"/>						
* Telephone Numbers	<table><tr><td>Mobile</td><td><input type="text"/></td></tr><tr><td>- SELECT -</td><td><input type="text"/></td></tr><tr><td>- SELECT -</td><td><input type="text"/></td></tr></table>	Mobile	<input type="text"/>	- SELECT -	<input type="text"/>	- SELECT -	<input type="text"/>
Mobile	<input type="text"/>						
- SELECT -	<input type="text"/>						
- SELECT -	<input type="text"/>						
* Email	<input type="text" value="abefromspringfield@gmail.com"/>						

What is your email format preference?

HTML  Text

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state or zip code

[International Search >](#)

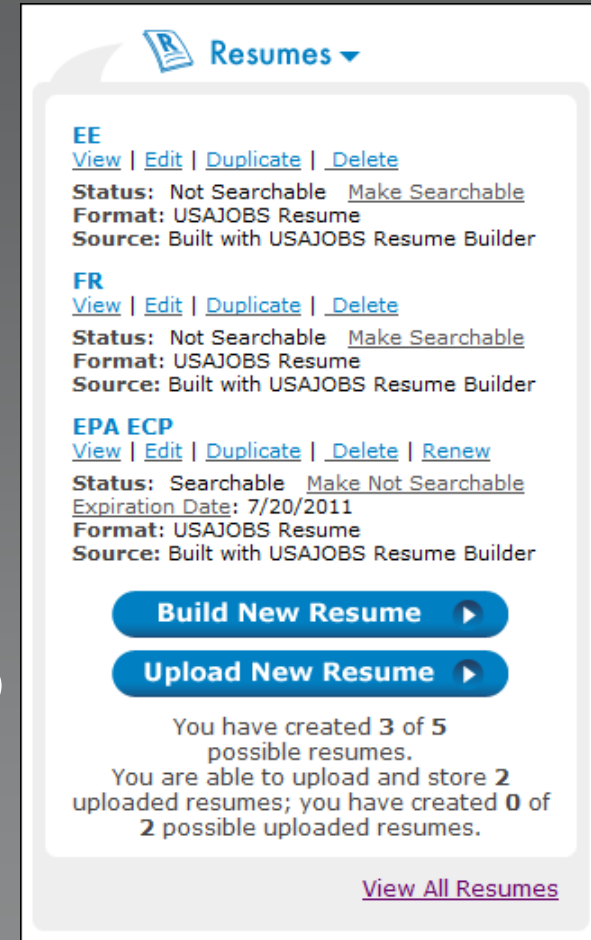
throughout the  
as well as




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# Federal Resumes

- ★ Federal resumes require more detail than standard resumes
  - Personal information
  - Education and coursework levels
  - Work experience
- ★ 1-5 pages in length
- ★ On USAJOBS.gov you can store up to 5 resumes and tailor them for different positions



 Resumes ▾

**EE**  
[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#)  
**Status:** Not Searchable [Make Searchable](#)  
**Format:** USAJOBS Resume  
**Source:** Built with USAJOBS Resume Builder

**FR**  
[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#)  
**Status:** Not Searchable [Make Searchable](#)  
**Format:** USAJOBS Resume  
**Source:** Built with USAJOBS Resume Builder

**EPA ECP**  
[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#) | [Renew](#)  
**Status:** Searchable [Make Not Searchable](#)  
**Expiration Date:** 7/20/2011  
**Format:** USAJOBS Resume  
**Source:** Built with USAJOBS Resume Builder

[Build New Resume](#) ▶

[Upload New Resume](#) ▶

You have created 3 of 5 possible resumes.  
You are able to upload and store 2 uploaded resumes; you have created 0 of 2 possible uploaded resumes.

[View All Resumes](#)



# Federal Resumes

## Abraham Lincoln

1111 President Drive/ Washington, DC 20005

Evening Phone: 202 200 2222/ Email: [alincoln@pastpresidents.com](mailto:alincoln@pastpresidents.com)

Country of citizenship: United States of America  
Veterans' Preference: No  
Highest Grade: GS-02-7, 06/2003-08/2003  
Contact Current Employer: Yes

**AVAILABILITY** Job Type: Permanent  
Temporary Promotion  
Federal Career Intern

Work Schedule: Full Time

**DESIRED LOCATIONS** US-DC-Washington/Metro

US-VA-Northern

**WORK EXPERIENCE** Virginia Cooperative Extension 9/2006 - 4/2007  
Fairfax, VA US Salary: 20 USD Per Hour  
Hours per week: 40

### Program Coordinator

- Oversee three mentoring programs in limited resource communities
- Recruit, train, and manage 25 adult mentors and 30 youth
- Develop marketing and training materials for use in FMP programs and other county mentoring initiatives
- Write and manage program grants, hire outside contractors for grant implementation
- Communicate in Spanish with program participants and their families (Contact Supervisor: Yes, Supervisor's Name: Clyde Jackson, Supervisor's Phone: 703-324-5386)

U.S. Consulate (Department of State) 6/2005 - 8/2005  
Milan, Lombardy Italy Grade Level: NA  
Hours per week: 45

### Political and Economic Section Intern, NA

- Researched and wrote regional economic and political briefs for US Ambassador's Milan consulate district visits
- Worked with Italian professionals in regional chambers of commerce, banks, NGOs, and government offices to compile briefs
- Utilized Italian language skills and political and cultural knowledge in a variety of settings (Contact Supervisor: Yes, Supervisor's Name: Lisa Miller, Supervisor's Phone: State Dept in Wash. DC)

Department of State (Educational and Cultural Affairs) 9/2002 - 8/2003  
Washington, DC US Grade Level: O2  
Hours per week: 20

### Intern then Public Affairs Assistant, GS

- Wrote articles in Bureau newsletter & press releases
- Drafted memoranda for the Undersecretary of State
- Supervised contractors on communications project
- Contacted and pitched media for program publicity
- Assembled financial and budget information for use in ECA material (Contact Supervisor: Yes, Supervisor's Name: Nina Bishop, Supervisor's Phone: 202-203-7024)

**EDUCATION** Catholic University of America, Columbus School of Law  
Washington, DC US  
Degree: MA, 2004

0 Semester Hours  
Major: Law

University of Virginia  
Charlottesville, VA US  
Bachelor's Degree - 5/2006  
121 Semester Hours  
Major: Foreign Affairs, Italian Language (double major)  
GPA: 3.50 out of 4.0

**Italian**  
Spoken: Advanced  
Written: Advanced  
Read: Advanced

**Spanish**  
Spoken: Advanced  
Written: Advanced  
Read: Advanced

## LANGUAGES

**AFFILIATIONS** National Italian American Foundation Member

**REFERENCES** George Washington GWU Professor, Italian Language and Literature  
Phone Number: 202-777-3333  
Email Address: [gwashington@pastpresidents.org](mailto:gwashington@pastpresidents.org)  
Reference Type: Personal

## ADDITIONAL INFORMATION

Skills:  
-Strong written and oral communication skills  
-Strong analytical abilities and problem solving capabilities  
-Grant writing experience (awarded "Dream Catchers" Program Grant by Community and Recreation Services, Fairfax County Government, Dec. 2006)  
-Regional expertise in Balkan, Post-Soviet, and Western European political issues (including extensive regional travel and language capabilities)  
-Proficient in Microsoft Office programs

### Leadership and Service Roles:

Kaleidoscope Center for Cultural Fluency at UVA: Social Diversity Program, Director Sep. '04-May '05  
-Developed forums for dialogue between diverse student groups  
-Built partnerships between student groups through cultural programming

Società Italiana (Italian Society) at UVA, President Sep. '04-May '05  
-Recruited executive committee members, planned meetings, managed a membership base of 40+ students  
-Organized club involvement in national Italian-American collegiate workshops and events  
-Created community events with local Italian businesses and restaurants

Other Roles at the University of Virginia:  
Council of the College of Arts & Sciences:  
Italian Department Representative Sep. '04-May '05  
International Residence College: Academic Affairs, Committee Chair Sep. '03-May '04  
Jefferson Literary and Debating Society: Elected Member Jan. '05-May '06  
European Society: Culture Chair Jan. '04-Jan. '05

St. Anthony's Catholic Church, Falls Church, VA: Substitute Instructor, ESL Present



# Application Questionnaires and KSAs

Applicants will be assessed for federal opportunities using one of the following methods:

**Application  
Questionnaire**

**Essays**  
(sometimes called KSAs)



# Application Questionnaires and KSAs

**1. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-5, Economist work. If your highest level of education is not described below, choose the letter that describes experience or lower level education that you do have. Mark only 1 response.**

- A. I have completed a bachelor's degree in economics, or any related field that included at least 21 semester hours in economics and 3 semester hours in statistics, accounting, or calculus.
- B. I have completed a bachelor's degree and have completed education beyond the bachelor's degree level (e.g., graduate study, master's degree, Ph.D.) in economics, or in any related field that included 21 semester hours in economics and 3 semester hours in statistics, accounting, or calculus.
- C. I have a combination of undergraduate education that includes at least 21 semester hours in economics and 3 semester hours in statistics, accounting or calculus AND experience equivalent to a bachelor's degree in economics, or any related field. The experience required the use and understanding of basic economic principles and theories. I performed duties such as: conducting statistical surveys, tabulating and processing data, preparing charts, and tables; or economic research; or economic project coordination requiring the evaluation and interpretation of economic information; or teaching assignments in a college or university that involved class instruction and (1) personal research, (2) direction of graduate theses in economics, or (3) consultant or advisor service on technical economics problems.
- D. Within 9 months, I will complete a bachelor's degree in economics, or any related field that includes at least 21 semester hours in economics and 3 semester hours in statistics, accounting, or calculus.
- E. My education and/or experience are not reflected in any of the above statements.

- ★ Range from 20-100+ questions
- ★ Look for a link with preview questions
- ★ Questions vary in specificity
- ★ Answer honestly!



# Application Questionnaires and KSAs

## ★ KSA: Knowledge, Skills and Abilities under “Qualifications and Evaluations”

### **Qualifications and Evaluations**

#### **QUALIFICATIONS REQUIRED:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Academic Background

Knowledge of economics principles, theories, concepts, quantitative methods, and data analysis techniques.

Ability and willingness to work in a developing country with limited modern conveniences.

Ability to communicate effectively other than in writing.

Ability to write persuasively and effectively in English.

Ability to work in teams and achieve results.

Specifically address each KSA in your application, providing examples of how your experiences have prepared you for this role



# Application Questionnaires and KSAs

## CCAR Approach to KSAs

### ★ **Context**

Describe the specific problem you had to address. What did you have to solve, resolve, respond to, handle, etc.?

### ★ **Challenges**

Describe the factors that contributed to a particular challenge such as budget cuts, new legislation, institutional reform, new goals from upper management, etc.

### ★ **Action**

Describe the steps you took to solve the problem. Stay away from the ordinary — be extraordinary in your response!

### ★ **Result**

Describe the outcomes of your actions — use %, #s, grades. What was the difference you made — highlight **THE BEST**.



# Application Questionnaires and KSAs

## Sample KSA

Ability to  
communicate in  
writing



# Application Questionnaires and KSAs

## KSA response approach: CCAR

- ★ **Context-** As the Newsletter Editor in my living-learning community, I was responsible for writing articles and editing all submissions published in our monthly newsletter.
- ★ **Challenges-** Our community wanted to use the newsletter as a means for reaching out to alumni of the program with the goal of increasing their involvement in the community. Before I started as Editor, we had never had a submission from an alum.
- ★ **Action-** I decided to focus the first newsletter of the year entirely on the accomplishments of our alumni, with a message throughout encouraging alumni to submit articles and pictures.
- ★ **Result-** Over the course of the academic year when I was Newsletter Editor, we received an average of 5 alumni submissions per newsletter. Additionally, alumni and program participants rated the quality of the newsletter higher than any other year.



# Application Questionnaires and KSAs

## ★ Summary tips for the KSA essay

- Address key words/phrases mentioned in the position description
- Tie personal experiences to each KSA
- Use illustrative examples
- Focus on outcomes to which you directly contributed
- Use plain language, without acronyms
- Review answers to ensure they are succinct, easy to read and grammatically correct
- Save for other applications



# Other Methods of Applying

## ★ For some internships:

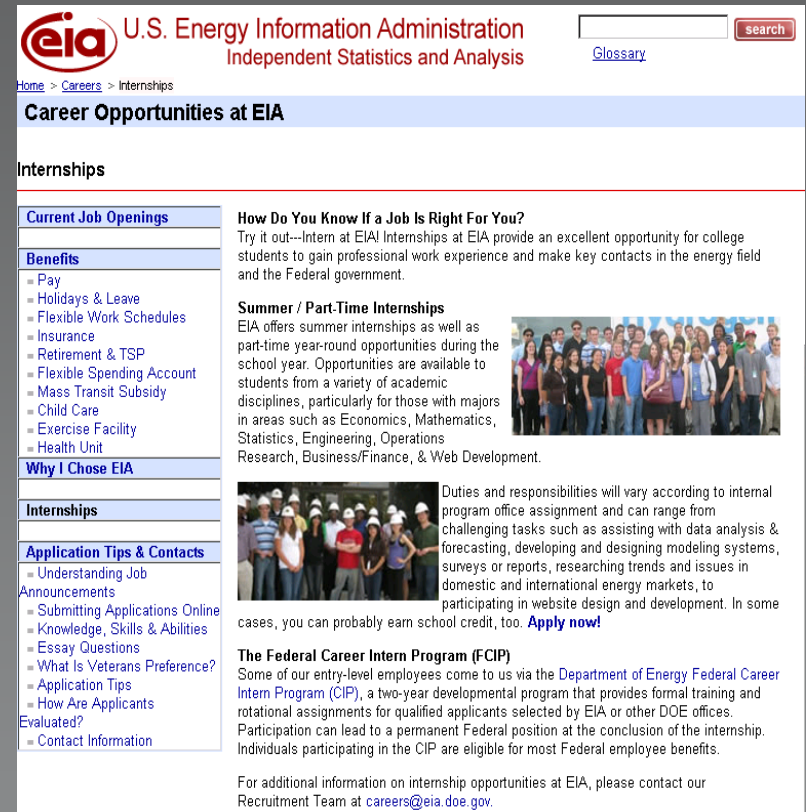
- You will not have to apply through USAJOBS.gov
- You will not have to submit a federal resume
- You will not have to answer KSAs or questionnaires



# Summer 2010 Internships

## ★ EIA 2010 Summer Internship Program

- Energy Information Administration
- Undergraduate and Graduate Students
- Paid Internship
- Location: Washington, D.C.
- Deadline: February 26, 2010
- Web site: [www.eia.doe.gov/eiajobs/eiajobs\\_intern.html](http://www.eia.doe.gov/eiajobs/eiajobs_intern.html)



The screenshot shows the EIA website's 'Career Opportunities at EIA' page. At the top, the EIA logo is on the left, and the text 'U.S. Energy Information Administration Independent Statistics and Analysis' is on the right. A search bar and a 'Glossary' link are also visible. Below the header, the page is titled 'Career Opportunities at EIA' and 'Internships'. A left sidebar contains a table of contents with links to 'Current Job Openings', 'Benefits', 'Why I Chose EIA', 'Internships', and 'Application Tips & Contacts'. The main content area features a section titled 'How Do You Know If a Job Is Right For You?' with a paragraph about the benefits of internships. Below this is a section for 'Summer / Part-Time Internships' with a photograph of a group of interns. To the right of the photo is a paragraph about duties and responsibilities. At the bottom, there is a section for 'The Federal Career Intern Program (FCIP)' and contact information for the Recruitment Team.

**eia** U.S. Energy Information Administration  
Independent Statistics and Analysis

Home > Careers > Internships


### Career Opportunities at EIA

#### Internships

<b>Current Job Openings</b>
<b>Benefits</b>
<ul style="list-style-type: none"><li>• Pay</li><li>• Holidays &amp; Leave</li><li>• Flexible Work Schedules</li><li>• Insurance</li><li>• Retirement &amp; TSP</li><li>• Flexible Spending Account</li><li>• Mass Transit Subsidy</li><li>• Child Care</li><li>• Exercise Facility</li><li>• Health Unit</li></ul>
<b>Why I Chose EIA</b>
<b>Internships</b>
<b>Application Tips &amp; Contacts</b>
<ul style="list-style-type: none"><li>• Understanding Job Announcements</li><li>• Submitting Applications Online</li><li>• Knowledge, Skills &amp; Abilities</li><li>• Essay Questions</li><li>• What Is Veterans Preference?</li><li>• Application Tips</li><li>• How Are Applicants Evaluated?</li><li>• Contact Information</li></ul>

**How Do You Know If a Job Is Right For You?**  
Try it out---Intern at EIA! Internships at EIA provide an excellent opportunity for college students to gain professional work experience and make key contacts in the energy field and the Federal government.

**Summer / Part-Time Internships**  
EIA offers summer internships as well as part-time year-round opportunities during the school year. Opportunities are available to students from a variety of academic disciplines, particularly for those with majors in areas such as Economics, Mathematics, Statistics, Engineering, Operations Research, Business/Finance, & Web Development.



Duties and responsibilities will vary according to internal program office assignment and can range from challenging tasks such as assisting with data analysis & forecasting, developing and designing modeling systems, surveys or reports, researching trends and issues in domestic and international energy markets, to participating in website design and development. In some cases, you can probably earn school credit, too. **Apply now!**

**The Federal Career Intern Program (FCIP)**  
Some of our entry-level employees come to us via the Department of Energy Federal Career Intern Program (CIP), a two-year developmental program that provides formal training and rotational assignments for qualified applicants selected by EIA or other DOE offices. Participation can lead to a permanent Federal position at the conclusion of the internship. Individuals participating in the CIP are eligible for most Federal employee benefits.

For additional information on internship opportunities at EIA, please contact our Recruitment Team at [careers@eia.doe.gov](mailto:careers@eia.doe.gov).



# Summer 2010 Internships

- ★ EIA 2010 Summer Internship Program
- ★ Application Process
  - Fill out basic contact information online
  - Provide agency with your GPA
  - Indicate skills used on a regular basis
  - Upload resume and transcript



# Summer 2010 Internships

## ★ Federal Internships through The Washington Center

- Undergraduate and Graduate Students
- Location: Washington, D.C.
- Requires early application to The Washington Center
- Web site: <http://www.twc.edu/>



The screenshot shows the homepage of The Washington Center. At the top left is the logo, which consists of a red square with a white globe icon and the text "The Washington Center" in a dark box. To the right of the logo is a search bar. Below the logo and search bar is a navigation menu with the following items: Home, About TWC, TWC News, Support, Request Info, Videos, and Contact Us. The main content area features a large banner with a background image of a man in a blue shirt smiling. The text on the banner reads: "Internships with the Federal Government", "Secure an Internship in Public Service", and "Be part of the change." Below the banner is a carousel of slides, with the first slide visible. The first slide is titled "Welcome" and contains the text: "The Washington Center for Internships and Academic Seminars is an independent, nonprofit organization serving hundreds of colleges and". The second slide is titled "News" and contains the text: "For Media Inquiries" and "Regular deadline for spring 2010 quarter is". The third slide is titled "Learn More About..." and contains the text: "Prospective Students" and a right-pointing arrow.



PARTNERSHIP FOR PUBLIC SERVICE

# Summer 2010 Internships

## ★ Federal Internships through The Washington Center

### ★ Application Process:

- Fill out basic contact information online
- Write two essays
- Upload resume and transcript
- Submit two letters of recommendation
- Get approval from campus liaison or sponsor



# Q&A

- ★ Now we'd like to open the presentation up and answer your questions.
- ★ Please type your questions into the chat box to the left.



# Questions?

★ Contact us at [calltoserve@ourpublicservice.org](mailto:calltoserve@ourpublicservice.org)



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[makingthedifference.org](http://makingthedifference.org)