Federal Internships: Finding and Applying for Summer 2010
Part Two

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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 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”
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 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.
Searching on USAJOBS.gov

TIP: Use Advanced Search for more options.
Searching on USAJOBS.gov

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!
EXAMPLE:
Occupational Series=Economist
Location=Chicago
GS=5 to 7
Searching on USAJOBS.gov

**TIP #2:** Refine your search if there are too many results.
Applying on USAJOBS.gov

- Applying Online
- Analyzing Job Vacancy Announcements
- Building Your Federal Resume
- Filling Out Application Questionnaires and Writing KSAs
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 Education (Co-op). It is established in the excepted service and provides for planned, progressive educational and professional experiences at appropriate educational institutions. Positions can be filled at any grade level. Students advance to higher grades the more education and experience is gained in this program.

Agency Information:
NASA's Resume Operations Center
Mailstop: HS5O
Marshall Space Flight Center, AL 35812

Questions about this Job:
Linwood L. Smith
Phone: 255-854-2558
Email: LaRC-DL-LaRC-Jobs@mail.nasa.gov

Job Announcement Number: LA10N0035
Control Number: 1761090
Applying on USAJOBS.gov

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

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

Back to top
Applying on USAJOBS.gov

Qualifications and Evaluations

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
Applying on USAJOBS.gov

Benefits and Other Info

**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.

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**BENEFITS & OTHER INFO**
Describes additional elements of the compensation package or perks associated with the job
Applying on USAJOBS.gov

How To Apply

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 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 resume, please remember that NASA limits resumes to the equivalent of approximately SIX typed pages 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 documentation to attach through USAJobs.

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

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

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, Mailing Code ALMO-70180, Marshall Space Flight Center, AL 35812. Do NOT submit your resume directly to the Center as you will not receive consideration. Hard copy applications will be accepted until the closing date of the announcement.

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

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. Please complete the screening questions and supplemental questions as indicated. For example, you need not submit narrative " KSAs " for positions for which you believe you meet the requirements of the position. You may be required to 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 Employment (FED-55).

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. After your skills and experience are described in your resume with the requirements of the position. If you are found to be a qualified candidate, you will be referred to the selecting official for further consideration. (In some cases for special consideration must be considered and selected before other candidates.) Whether or not you are interviewed depends upon the location of the position and the judgment of the selecting official.

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 Employment (FED-55).
Personal Information

- First Name: Abraham
- Middle Name: 
- Last Name: Lincoln
- Home Address: 
- Home Address 2: 
- City/Town: Springfield
- State/Territory/Province: Illinois
- Postal/Zip Code: 
- Country: US
- Telephone Numbers: 
- Email: abefromspringfield@gmail.com

What is your email format preference? 
- HTML 
- Text
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
Abraham Lincoln
1111 President Drive, Washington, DC 20005
Evening Phone: 202-200-2222 / Email: alincoln@roastpresidents.com

Country of Citizenship: United States of America
Veterans' Preference: No
Highest Grade: NA
Contact Current Employers

AVAILABILITY
Job Type: Permanent
Temporary Promotion
Federally Funded Positions

Work Schedule: Full Time

DESIRED LOCATIONS
US-DC-Washington, DC Metro
US-VA-Northern Virginia

WORK EXPERIENCE
Virginia Cooperative Extension
Arlington, VA, US
Salary: 18 USD Per Hour

Program Coordinator
- Oversee three mentoring programs in limited resource communities
- Recruit, train, and manage 15 adult mentors and 30 youth
- Develop marketing and training materials for the three programs

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

Political and Economic Section Interm, 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 data
- Utilized Italian language skills and political and cultural knowledge in a variety of settings

Department of State (Educational and Cultural Affairs)
Washington, DC, US
9/2002 - 8/2003
Grade Level: 62
Hours per week: 20

Intern then Public Affairs Assistant, GS
- Wrote articles in bureau newsletter and press releases
- Drafted memorandums for the Undersecretary of State
- Supervised contractors on communications project
- Conducted and pitched media for program purposes
- Assisted in coordination of DCA material (Contact Supervisor: Yes, Supervisor’s Name: Nina Badawy, Supervisor’s Phone: 202-200-7024)

Education
Catholic University of America, Columbus School of Law
Washington, DC, US

LANGUAGES
Italian
- Spoken: Advanced
- Written: Advanced
- Read: Advanced

Spanish
- Spoken: Advanced
- Written: Advanced
- Read: Advanced

AFFILIATIONS
National Italian American Foundation
Member

REFERENCES
George Washington, GW
Phone Number: 202-777-3333
Email Address: gw@italianlanguageandlit.org
Reference Type: Personal

ADDITIONAL INFORMATION
Skills:
- Strong written and oral communication skills
- Strong analytical abilities and problem solving capabilities
- Grant writing experience (awarded “DreamCatcher” Program Grant by Community Services, Fairfax County Government, Dec 2006)
- Strong background in Italian, Past-Soviet, and Western European political issues
  (including extensive regional travel and research in these areas)
- 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 forum 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 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:
Counsel 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, 03-May 06
European Society: Culture Chair Jan, 03-Jan, 05
St. Anthony’s Catholic Church, Falls Church, VA: Substitute Instructor, ESL Present
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”

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

Ability to communicate in writing
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.
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
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/
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
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