**U.S. Department of State**

**Student Internship Program for Summer 2017**

**Tips for Navigating the Application and Preparing a Competitive Application**

**Step 1: The Basics**

In order to apply for the U.S. Department of State Student Internship Program, you must:

Have an account and password on [usajobs.gov](http://usajobs.gov/).

Have created a resume using the usajobs.gov resume builder. Make it as long as you like; no need to limit it to a single page.

Have an unofficial copy of your transcript ready to upload.

**Step 2: Read the Announcement and Brochure Thoroughly**

Read the announcement carefully from beginning to end. You can access it at this website:

<https://www.usajobs.gov/GetJob/ViewDetails/478314100>

Download the brochure and review it, bearing in mind that that some of placement options may not be available for a particular season

<http://careerbrochures.state.gov/studentinternshipbrochure/dos_internships?pg=1#pg1>

If you have a smart phone, download our app “DOSInterns”.

**Step 3: Understand the Structure of the Application**

The application consists of two parts.

Part one consists of some general questions; part two focuses on the internship position.

One somewhat confusing aspect of part two is that it consists of a 28 primary questions, along with a number of “branched questions” that you may or may not be asked to answer depending on your answers to the primary questions.

The “branched questions” are only presented, however, after you have answered “Yes” to question 28, certifying that “all the information provided in this application is true, correct, complete and made in good faith.” To understand how this works, you may wish.to preview the questions in part two, which you can do either by clicking on the plus sign (+) next to the words “How to Apply” on the announcement and then clicking on the words “Preview the questions” at the bottom of the page that appears or simply clicking on:

<https://jobs.mgsapps.monster.com/dos/vacancy/previewVacancyQuestions.hms?orgId=1&jnum=98998>

**Step 4: Selecting a First and Second Choice for Placement**

The **key feature** of our Student Internship Program is that **the applicant directs the process by selecting a first and second choice for placement** from a list of 40 bureaus and offices within the U.S. Department of State:

* **A Bureau of Administration**
* **AF Bureau of African Affairs**
* **AVC Arms Control, Verification, and Compliance**
* **CA Bureau of Consular Affairs**
* **CGFS The Bureau of the Comptroller and Financial Services**
* **CSO Bureau of Conflict and Stabilization Operations**
* **DRL Bureau of Democracy, Human Rights and Labor**
* **DS Bureau of Diplomatic Security**
* **EAP Bureau of East Asian and Pacific Affairs**
* **EB Bureau of Economic and Business Affairs**
* **ECA Bureau of Educational and Cultural Affairs**
* **eDIP Office of eDiplomacy**
* **ENR Bureau for Energy Resources**
* **EUR Bureau of European Affairs**
* **FSI Foreign Service Institute**
* **H Bureau of Legislative Affairs**
* **HR Bureau of Human Resources**
* **IIP Bureau of International Information Programs**
* **IJC International Joint Commission**
* **INL Bureau of International Narcotics and Law Enforcement Affairs**
* **INR Bureau of Intelligence and Research**
* **IO Bureau of International Organization Affairs**
* **IRM Bureau of Information Resource Management**
* **ISN Bureau of International Security and Nonproliferation**
* **M/OFM Office of Foreign Missions**
* **NEA Bureau of Near Eastern Affairs**
* **OBO Bureau of Overseas Building Operations**
* **OES Bureau of Oceans and International Environmental and Scientific Affairs**
* **OIG Office of the Inspector General**
* **PA Bureau of Public Affairs**
* **PM Bureau of Political-Military Affairs**
* **PRM Bureau of Population, Refugees, and Migration**
* **R Office of the Under Secretary for Public Diplomacy and Public Affairs**
* **S Office of the Secretary**
* **S/CPR Office of the Chief of Protocol**
* **SCA Bureau of South and Central Asian Affairs**
* **STAS Office of Science and Technology Adviser to the Secretary**
* **USUN United States Mission to the United Nations**
* **WHA Bureau of Western Hemisphere Affairs**
* **WHA/USOAS U.S. Mission to the Organization of American States**

**Step 5: Some of the 40 Options Lead to Other Choices**

Applicants who choose any of these 21 bureaus as their first or second choice for placement will be presented with a branched question after answering question 28 at the end of the application in which they are asked to choose a particular office or country for possible placement:

* **A Bureau of Administration**
* **AF Bureau of African Affairs**
* **CA Bureau of Consular Affairs**
* **CGFS The Bureau of the Comptroller and Financial Services**
* **DS Bureau of Diplomatic Security**
* **EAP Bureau of East Asian and Pacific Affairs**
* **ECA Bureau of Educational and Cultural Affairs**
* **EUR Bureau of European Affairs**
* **FSI Foreign Service Institute**
* **HR Bureau of Human Resources**
* **IO Bureau of International Organization Affairs**
* **M/OFM Office of Foreign Missions**
* **NEA Bureau of Near Eastern Affairs**
* **OBO Bureau of Overseas Building Operations**
* **OES Bureau of Oceans and International Environmental and Scientific Affairs**
* **PA Bureau of Public Affairs**
* **R Office of the Under Secretary for Public Diplomacy and Public Affairs**
* **S Office of the Secretary**
* **SCA Bureau of South and Central Asian Affairs**
* **USUN United States Mission to the United Nations**
* **WHA Bureau of Western Hemisphere Affairs**

For example, applicants who chooses the Foreign Service Institute (FSI) will be asked:

**18.1 Please indicate the Foreign Service Institute office you are interested in as your first choice.**

* + **FSI/FO Director’s Office (260100)**
  + **FSI/EX Office of the Executive Director (260200)**
  + **FSI/LMS Leadership and Management School (260400)**
  + **FSI/SAIT School of Applied Information Technology (260500)**
  + **FSI/SLS School of Language Studies (260600)**
  + **FSI/SPAS School of Professional and Area Studies (260300)**
  + **FSI/TC Transition Center (260700)**

Applicants who choose the Bureau of European and Eurasian Affairs (EUR) will be asked to specify placement in Washington, DC, or at one of more than 42 overseas locations.

Per Step 3, you can the preview the options for the bureau(s)/office(s) you are interested in at:

<https://jobs.mgsapps.monster.com/dos/vacancy/previewVacancyQuestions.hms?orgId=1&jnum=98998>

**Step 6: Narrowing Your Options by Location**

Depending on which locations an applicant is interested in, the choice of bureaus/office can be broader or narrower:

* Those interested in a placement in Washington, DC may choose any of the 40 bureaus/offices other than USUN.
* Applicants interested in a placement at a U.S. embassy or other overseas diplomatic facility must select AF, EAP, EUR, IO, NEA, SCA, or WHA as one of their choices
* Applicants interested in a placement in New York City must select DS, ECA, M/OFM, PA, or USUN as one of their two choices.
* Applicants interested in a placement in a U.S. city other than New York City or Washington must selected DS or M/OFM as one of their two choices.

**Step 7: Narrowing Your Options by Interests or Academic Major**

Applicants may be able to determine whether a bureau is a good fit for their academic major and/or interests by using the feature “Which Bureau is Right for You?”:

(<http://careers.state.gov/intern/which-office>).

To explain how this works:

* The default setting is “All” – meaning that all bureaus/offices are visible. Click on the plus sign (+) to read the description of a particular bureau/office and see if it interests you
* Alternatively, you can use the drop down menu to choose a particular major, for example “European Studies” – in which case you will see that nine bureaus/offices have indicated an interest in students with that major. If a particular major is not listed, you may need to be a bit creative. For example, since “Sustainability” is not one of the majors listed, you might instead choose “Environmental Studies” – in which case you will see that nine bureaus/offices have indicated that they are interested in students with that major.
* Some bureaus/offices have indicated that they are interested in students in “any” major. If you chose “Any Major” from the drop-down menu, you will see that 21 bureaus/offices fall into that category.
* Bureaus/offices listed in “Which Bureau Is Right for You?” which are not accepting interns for Summer 2018 are NOT listed in the application:

**Step 7: (continued)**

* Some bureaus/offices listed in “Which Bureau is Right for You?” are as listed an option under one of the 40 primary bureaus/offices in the application. Applicants interested in these particular offices must first choose the primary bureau/office, then choose the particular office in response to a follow-on question:

Listed as an option under HR Bureau of Human Resources in the application:

FLO Family Liaison Office

Listed an option under A Bureau of Administration in the application:

M/FA Fine Arts

Listed an option under R U/S for Public Diplomacy and Public Affairs

Policy, Planning, and Resources for PD and PA (R/PPR)

Listed as an option under S Office of the Secretary

Office of the U/S for Civilian Security, Democracy and Human Rights (J)

Management Policy, Rightsizing, and Innovation (M/PRI)

Office of the Under Secretary for Political Affairs (P)

Office of the Global AIDS Coordinator (S/GAC)

Office of Civil Rights (S/OCR)

Policy Planning Staff (S/P)

Arms Control and International Security Affairs (T)

* Two bureaus/offices listed in “Which Bureau is Right for You?” are listed with a different abbreviation in the application:

Office of eDiplomacy (IRM/EDIP) listed as eDIP in the application

Office of Foreign Missions (DC/OFM) listed as M/OFM in the application

* A description for one option in the application, the International Joint Commission, is included in “Which Bureau is Right for You?” For information about this organization, see: <http://www.ijc.org/en_/>

**Step 8: Learn More About the Domestic Bureau/Office or Overseas Diplomatic Facility Where You Might Be Placed**

If a placement in Washington or other U.S. domestic location is of interest, learn more about the bureaus and offices you are interested in by going to the following website, which contains an “Alphabetical Listing of Bureaus and Offices” with links to the webpages of the various bureaus and offices that make up the U.S. Department of State:

<http://www.state.gov/r/pa/ei/rls/dos/1718.htm>

If you are interested in an overseas placement, go to the following website, which contains links to “U.S. Embassies and Other Posts”:

<http://www.usembassy.gov/>

**Step 8: (continued)**

If you are interested in going to Europe, for example, you should click on the area marked “Europe-Eurasia” on the map, which will take you to this page:

<http://www.usembassy.gov/europe.html>

An “embassy” is always in the capital of a country, for example Paris in the case of France. Other diplomatic facilities including “missions” to international organizations, for example the U.S. missions to UNESCO and the OECD in Paris. Other diplomatic facilities in France are located in Bordeaux, Lyon, Marseilles, Rennes, Strasbourg, and Toulouse. In terms of how the application works, an applicant who chooses “EUR” as a first or second choice and then “FRANCE” in response to the follow-on question would be considered for all of these options.

**Step 9: Preparing a Competitive Application**

Two of the most important pieces of the application are your responses to questions 18 and 26:

18 List any special skills (e.g. computer), experiences, current licenses, honors, awards, special accomplishments, and/or training (with date completed) relating to the position for which you are applying. Maximum length of 1000 characters.

26 Now we are going to ask you to include a one-page Statement of Interest that describes your objectives and motivation in seeking an internship. As bureau representatives use this statement in making their selections, you should use the statement to explain how your academic courses and other personal experiences relate to the bureau(s) or office(s) to which you are applying. Please use this opportunity to tell us about any specific disadvantages you may have overcome. Please include your statement of interest below. (You may copy or cut and paste your statement from a word document.) Maximum length of 2500 characters. Answer to this question is required

Bearing in mind that your potential supervisor will compare your answers to those of other applicants in order to determine who can become an effective member of the staff:

In your response to question 18, ask yourself you have provided enough information to enable your potential supervisor to determine whether you have the necessary skills to become a productive member of the staff of the office, for instance not providing a list of computer application, but providing an example of how you have used that knowledge.

In your response to question 26, ask yourself whether you have only discussed what you hope to get out of the experience, rather than a) your understanding of the mission of the embassy/mission/bureau/offices to which you have applied and b) how you can contribute to those goals. Many statements of ignore the latter two points and focus only on what applicant hope to gain from the experience rather than what they can contribute.

**Step 10: Submit your application before the deadline, review it, and revise if necessary**

You have until 11:59 p.m. eastern time Thursday, October 5, to complete your application.

Bear in mind that it is possible to correct, change, or update your application up to the deadline. Rather than wait until the last minute, it is recommended instead that you:

* Complete your application before the deadline.
* Follow all instructions, including uploading your transcript.
* Save a copy of your application as a pdf and your Statement of Interest as a Word document.
* Print out a copy of your application, review it for errors, and have someone whose opinion you value review it as well.
* Make any needed corrections or updates (you can even change your mind about which bureau/office to apply to) prior to the deadline.

**Step 11: What Happens Next**

* After the October 5 deadline has passed, the Office of Student Programs reviews the applications, eliminating those that do not meet the minimum qualifications, for example **failing to include a transcript or indicating that the applicant is a not a current student who is planning on continuing their studies in Fall 2018 after finishing the internship.**
* In November the applications are distributed to the intern coordinators for each bureau, who in turn distribute them to the various offices within that bureau or the various sections that make up a particular embassy or mission.
* Applicants may be contacted for an interview.
* In late November or early December, bureaus inform the Office of Student Programs of their selections.
* In early January, the Office of Student Programs informs students whether or not they have been selected and provides instructions to those who have been chosen either as primary or alternate selectees of next steps, including the security clearance process.