

## United States Department of State

### THE BUZZ

- “Follow in Colin Powell’s footsteps”

### THE STATS

**Industry(ies):** Government

**Location(s):** Washington, DC

**Number of interns:** Varies

**Pay:** Paid and unpaid. For paid positions, applicants must include a Student Aid Report indicating your estimated family contribution number (EFC)

**Length of internship:** *Summer:* May/July-September; *fall:* September/October-December; *spring:* January/February-April

### THE SCOOP

The Secretary of State is the President’s chief foreign policy adviser. The State Department also supports the U.S. foreign affairs activities of other government entities, including the Department of Commerce and the Agency for International Development. It conducts its duties through a smaller workforce than many local governments boast and is comprised of civil service and foreign service employees.

### ON THE JOB

Interns choose to work in Washington, DC, or in an embassy overseas. Duties vary according to office assignment and range from scientific/technical tasks to administrative projects or logistical support. Interns may be assigned research on political, economic, environmental or other issues. They may write reports and correspondence, assist with citizens’ services or visa work, or work in information systems, procurement or budget and fiscal operations.

### GETTING HIRED

**Apply by:** *Spring:* July 1; *summer:* November 1; *fall:* March 1. Submit three copies of the following: completed application form (available at [www.careers.state.gov/student/ap\\_intrn.html](http://www.careers.state.gov/student/ap_intrn.html)), a one-page statement of interest detailing why you want to work for the State Department, official transcript and a financial aid transcript for those seeking paid positions. Only online applications will be accepted.

#### Qualifications:

Open to candidates who possess foreign language ability and are full- or part-time college juniors or seniors, or grad students. Applicants must be U.S. citizens. The department seeks a broad range of academic majors.

#### Contact:

Intern Coordinator, Recruitment Division  
Department of State  
2401 E Street, NW, Room 518H  
Washington, DC 20522-0108  
E-mail: [careers@state.gov](mailto:careers@state.gov)  
[www.careers.state.gov/student/prog\\_intrn.html](http://www.careers.state.gov/student/prog_intrn.html)