Making the Difference

Jobs in Federal Service
Agenda

★ Part 1: Opportunities and benefits
  • A job for every interest
  • Benefits of government service
  • Where the Jobs Are

★ Part 2: Navigating the process
  • How to search for a federal internship or job
  • How to apply for a federal internship or job
  • Essays and KSAs
  • Summary
What young feds say about their jobs

“I am able to **make a big difference** by working from within the Government.” (OPM)

“I work on **the most important national security and humanitarian issues our country faces** today and see real progress towards improving how we respond to crises.” (DOD)

“Working for the Government offers me a level of **experience and substantive knowledge** that I could not access in the private sector at this stage of my career.” (STATE)
Making the Difference

1. Nicole Nelson-Jean  
   U.S. Department of Energy

2. Nicole Faison  
   U.S. Department of Housing and Urban Development

3. Tobin Bradley  
   U.S. Department of State

4. Subhashree Madhavan  
   National Institutes of Health
Benefits of government service

★ Have the opportunity to make a difference
★ Be able to influence the future of our country
★ Enjoy work/life balance
Benefits of government service

- **Student loan repayment assistance**
  - Some agencies may repay up to $10,000 of your student loans per year
  - In 2006, 34 agencies provided 5,755 employees with $36 million in assistance
  - The average loan repayment in 2006 was $6,245

- **Flexible schedules and generous vacation**

- **Training and professional development**
  - In 2007, more than half of the $33 million in recruitment money available was spent on entry and developmental-level positions

- **Competitive health and retirement benefits**

- **Excellent advancement opportunities**
Federal pay and advancement

★ General Schedule (GS) is the pay scale for many Federal jobs from 1-15.
★ Varies by geographic location
★ Each GRADE has 10 steps, allowing for a range of salaries
★ Within a few years, you can progress through several grades
<table>
<thead>
<tr>
<th>Grade</th>
<th>Qualifying education</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS-5</td>
<td>4 academic years above high school leading to a bachelor’s degree OR a bachelor’s degree</td>
</tr>
</tbody>
</table>
| GS-7  | Bachelor’s degree with one of the following:  
|       | • Class standing (upper third of class)  
|       | • 3.0 or higher GPA; 3.5 or higher GPA in major  
|       | • Honor society membership |
| GS-9  | Master’s degree (or equivalent) |
| GS-11 | Doctorate degree |

Source: opm.gov/qualifications/SEC-II/s2-e5.asp

GS-5 and GS-7 are considered “entry level”
## Selected 2008 starting salaries

<table>
<thead>
<tr>
<th>City</th>
<th>GS-5</th>
<th>GS-7</th>
<th>GS-9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
<td>$30,808</td>
<td>$38,162</td>
<td>$46,680</td>
</tr>
<tr>
<td>Chicago</td>
<td>$32,347</td>
<td>$40,069</td>
<td>$49,012</td>
</tr>
<tr>
<td>Dallas</td>
<td>$31,186</td>
<td>$38,631</td>
<td>$47,253</td>
</tr>
<tr>
<td>New York City</td>
<td>$33,187</td>
<td>$41,110</td>
<td>$50,285</td>
</tr>
<tr>
<td>San Francisco</td>
<td>$34,808</td>
<td>$43,117</td>
<td>$52,740</td>
</tr>
</tbody>
</table>

Source: [http://opm.gov/oca/08tables/indexGS.asp](http://opm.gov/oca/08tables/indexGS.asp)
# Selected 2008 starting salaries

<table>
<thead>
<tr>
<th>City</th>
<th>GS-5</th>
<th>GS-7</th>
<th>GS-9</th>
<th>GS-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
<td>$30,808</td>
<td>$38,162</td>
<td>$46,680</td>
<td>$56,478</td>
</tr>
<tr>
<td>Chicago</td>
<td>$32,347</td>
<td>$40,069</td>
<td>$49,012</td>
<td>$59,299</td>
</tr>
<tr>
<td>Dallas</td>
<td>$31,186</td>
<td>$38,631</td>
<td>$47,253</td>
<td>$57,171</td>
</tr>
<tr>
<td>New York City</td>
<td>$33,187</td>
<td>$41,110</td>
<td>$50,285</td>
<td>$60,840</td>
</tr>
<tr>
<td>San Francisco</td>
<td>$34,808</td>
<td>$43,117</td>
<td>$52,740</td>
<td>$63,811</td>
</tr>
</tbody>
</table>

Source: [http://opm.gov/oca/08tables/indexGS.asp](http://opm.gov/oca/08tables/indexGS.asp)

Then, 2-3 years later... possible career progression
Where the Jobs Are: By location

In 2007, agencies spent $11.6 million to relocate employees

Plus 50,000 employees work overseas
In FY 2007, roughly 46,264 people were hired in the federal government at the entry level (GS-5, GS-6, GS-7) into the following occupations:

<table>
<thead>
<tr>
<th>Occupation</th>
<th># Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical and Public Health</td>
<td>7,560</td>
</tr>
<tr>
<td>Accounting and Budget</td>
<td>4,672</td>
</tr>
<tr>
<td>Business and Industry</td>
<td>2,012</td>
</tr>
<tr>
<td>Social Science, Psychology, and Welfare</td>
<td>1,828</td>
</tr>
<tr>
<td>Engineering and Architecture</td>
<td>1,148</td>
</tr>
<tr>
<td>Education</td>
<td>612</td>
</tr>
<tr>
<td>Information Technology</td>
<td>376</td>
</tr>
</tbody>
</table>

Source: fedscope.opm.gov
Agenda

★ Part 1: Opportunities and benefits
  • A job for every interest
  • Benefits of government service
  • *Where the Jobs Are*

★ Part 2: Navigating the process
  • How to search for a federal internship or job
  • How to apply for a federal internship or job
  • Essays and KSAs
  • Summary
Where to start your search

- Family
- Friends
- Alumni
- Professors
Tools for narrowing your search

- **makingthedifference.org**
  Search the Partnership’s job seeker site for resources and tools

- **USA.gov**
  The U.S. Government’s official web portal

- **Where the Jobs Are**
  A Partnership report with government hiring projections through 2009

- **bestplacetowork.org**
  The most comprehensive and authoritative rating of employee satisfaction in the federal government
Where to look: makingthedifference.org

- Red, White and Blue Jobs Library: how to find great jobs in the federal service
- 17 interest-specific career guides
- Internship database
- Agency profiles
- KSA writing and federal resumes
- Profiles in public service
- Security clearance
- Student loan repayment
Where to look: USA.gov
Where to look: Where the Jobs Are

- Outlines projected hiring needs through 2009
- Covers 99% of the federal workforce, 34 agencies
- 193,000 mission critical jobs
- Presented by agency and by occupation

Download at makingthedifference.org
### Where to look: Where the Jobs Are

#### DEPARTMENT OF DEFENSE

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>ADMIN, PROGRAM MANAGEMENT</strong> (pg. 19)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Logistic Management</td>
<td>13,113</td>
<td>50</td>
<td>1,850</td>
<td>10%</td>
<td>3,650</td>
<td>17%</td>
<td>1,174</td>
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<td><strong>BUSINESS AND INDUSTRY</strong> (pg. 19)</td>
<td></td>
<td></td>
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<tr>
<td>Contracting</td>
<td>18,027</td>
<td>48</td>
<td>2,507</td>
<td>17%</td>
<td>5,000</td>
<td>27%</td>
<td>3,508</td>
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<tr>
<td><strong>ENGINEERING</strong> (pg. 20)</td>
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</tr>
<tr>
<td>Civil Engineering</td>
<td>6,152</td>
<td>47</td>
<td>971</td>
<td>10%</td>
<td>1,689</td>
<td>23%</td>
<td>479</td>
</tr>
<tr>
<td>Computer Engineering</td>
<td>2,889</td>
<td>46</td>
<td>134</td>
<td>4%</td>
<td>248</td>
<td>9%</td>
<td>274</td>
</tr>
<tr>
<td>Electronics Engineering</td>
<td>36,835</td>
<td>45</td>
<td>1,882</td>
<td>11%</td>
<td>2,954</td>
<td>11%</td>
<td>1,748</td>
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<tr>
<td>General Engineering</td>
<td>10,910</td>
<td>48</td>
<td>1,674</td>
<td>19%</td>
<td>2,712</td>
<td>12%</td>
<td>1,805</td>
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<tr>
<td><strong>INFORMATION AND ARTS</strong> (pg. 20)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Language Specialist</td>
<td>146</td>
<td>51</td>
<td>16</td>
<td>15%</td>
<td>30</td>
<td>21%</td>
<td>29</td>
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<tr>
<td><strong>INFORMATION TECHNOLOGY</strong> (pg. 21)</td>
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</tr>
<tr>
<td>...</td>
<td>27,549</td>
<td>48</td>
<td>3,521</td>
<td>12%</td>
<td>6,699</td>
<td>24%</td>
<td>4,618</td>
</tr>
<tr>
<td><strong>MEDICAL AND PUBLIC HEALTH</strong> (pg. 27)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nurse</td>
<td>4,805</td>
<td>49</td>
<td>370</td>
<td>8%</td>
<td>875</td>
<td>17%</td>
<td>1,289</td>
</tr>
<tr>
<td>Pharmacist</td>
<td>560</td>
<td>49</td>
<td>86</td>
<td>12%</td>
<td>128</td>
<td>21%</td>
<td>146</td>
</tr>
<tr>
<td>Physician</td>
<td>796</td>
<td>47</td>
<td>149</td>
<td>19%</td>
<td>264</td>
<td>31%</td>
<td>154</td>
</tr>
<tr>
<td><strong>QUALITY ASSURANCE</strong> (pg. 30)</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>...</td>
<td>7,627</td>
<td>52</td>
<td>1,480</td>
<td>26%</td>
<td>2,793</td>
<td>37%</td>
<td>1,426</td>
</tr>
<tr>
<td><strong>SECURITY AND PROTECTION</strong> (pg. 31)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Affairs</td>
<td>220</td>
<td>46</td>
<td>20</td>
<td>5%</td>
<td>37</td>
<td>17%</td>
<td>43</td>
</tr>
<tr>
<td>Intelligence Analysis</td>
<td>4,399</td>
<td>46</td>
<td>357</td>
<td>8%</td>
<td>653</td>
<td>11%</td>
<td>808</td>
</tr>
<tr>
<td>International Relations</td>
<td>199</td>
<td>49</td>
<td>18</td>
<td>17%</td>
<td>26</td>
<td>24%</td>
<td>23</td>
</tr>
<tr>
<td>Security Administration</td>
<td>5,621</td>
<td>48</td>
<td>561</td>
<td>10%</td>
<td>1,094</td>
<td>20%</td>
<td>1,107</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>

#### WHERE THE JOBS ARE: MISSION CRITICAL OPPORTUNITIES FOR AMERICA

- **Total Hires FY 2005-06**: 20,500
- **Projected Hires FY 2007-09**: 32,000

#### TOTAL NUMBERS OF FULL-TIME EN | 611,458
Overall Index Scores for Employee Satisfaction

The overall index score measures the performance of agencies satisfaction and engagement.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Agency Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Nuclear Regulatory Commission</td>
</tr>
<tr>
<td>2</td>
<td>Government Accountability Office</td>
</tr>
<tr>
<td>3</td>
<td>Securities and Exchange Commission</td>
</tr>
<tr>
<td>4</td>
<td>National Aeronautics and Space Administration</td>
</tr>
<tr>
<td>5</td>
<td>Department of Justice</td>
</tr>
<tr>
<td>6</td>
<td>Department of State</td>
</tr>
<tr>
<td>7</td>
<td>Social Security Administration</td>
</tr>
<tr>
<td>8</td>
<td>General Services Administration</td>
</tr>
<tr>
<td>9</td>
<td>Environmental Protection Agency</td>
</tr>
<tr>
<td>10</td>
<td>Department of the Army</td>
</tr>
<tr>
<td>11</td>
<td>Department of the Air Force</td>
</tr>
<tr>
<td>12</td>
<td>Department of Commerce</td>
</tr>
<tr>
<td>13</td>
<td>All Department of Defense</td>
</tr>
<tr>
<td>14</td>
<td>Department of the Treasury</td>
</tr>
</tbody>
</table>

National Aeronautics and Space Administration

**General Information**

**Acronym:** NASA

**Subcomponents:**
- Headquarters (NASA) — Score: 67.6
- Ames Research Center (NASA) — Score: 64.1
- John Glenn Research Center at Lewis Field (NASA) — Score: 65.0
- Langley Research Center (NASA) — Score: 64.0
- Dryden Flight Research Center (NASA) — Score: 64.7
- Goddard Space Flight Center (NASA) — Score: 67.1
- George C. Marshall Space Flight Center (NASA) — Score: 74.9
- John C. Stennis Space Center (NASA) — Score: 75.1
- Lyndon B. Johnson Space Center (NASA) — Score: 77.8
- John F. Kennedy Space Center (NASA) — Score: 78.3

**Mission:** To pioneer the future in space exploration, scientific discovery, and aeronautics research.

**Headquarters:** Washington, D.C.

**Other Locations:** Centers/labs at Moffett Field, CA; Edwards AFB, CA; Cleveland, OH; Greenbelt, MD; Houston, TX; Kennedy Space Center, FL; Hampton, VA; Huntsville, AL; Posadero, CA; New York, NY; Fairmont, WV; Baltimore, MD; Stennis Space Center, MS; Wallops Island, VA and White Sands, NH.

**Web site:** [http://www.nasa.gov](http://www.nasa.gov)

**Human Resources Web site:** [http://www.nasa.gov/about/career/index.html](http://www.nasa.gov/about/career/index.html)

### 2007 Scores and Rankings

<table>
<thead>
<tr>
<th>Category</th>
<th>Score</th>
<th>Rank (out of 30)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Index Score</td>
<td>67.7</td>
<td>4</td>
</tr>
<tr>
<td>Best in Class Scores</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Skills/Mission Match</td>
<td>64.4</td>
<td>4</td>
</tr>
<tr>
<td>Strategic Management</td>
<td>65.0</td>
<td>6</td>
</tr>
<tr>
<td>Teamwork</td>
<td>78.2</td>
<td>2</td>
</tr>
<tr>
<td>Effective Leadership</td>
<td>62.4</td>
<td>2</td>
</tr>
</tbody>
</table>
Student Temporary Employment Program (STEP)

Description
- Traditional internship
- Great program for a summer or short term experience

Eligibility
- Any student in enrolled in an accredited degree granting institution

Additional
- Always paid, usually at a GS-2/3 for undergrad
- Length of the experience is set by the agency
- **Not required** to be posted on USAJobs.gov or StudentJobs.gov
Student Temporary Employment Program

HOW TO APPLY

OPENINGS FOR STUDENT INTERN JOBS

- Temporary intern positions
- Salary based on education and experience
- Duty location: Suitland, Maryland (a suburb of Washington, D.C.)
- Applications accepted continually
- For summer employment: Applicants who submit materials prior to May 1, will have a better chance of employment.

POSITIONS AVAILABLE:

- Analysis - (Majors such as: Economics, Demography, Math, Sociology, Psychology, Business Administration, Public Administration, Public Policy, Public Health, Marketing, Operations Research)
- Mathematical Analysis - (Majors such as Statistics, Economics, Sociology, and Math)
- Information Technology - (Majors such as: Management Information Systems, Computer Information Systems, Engineering, and Computer Science)
- Geography - (Majors such as: Geography, Cartography)
- General Office/Office Assistant - (Undeclared majors and any major unrelated to the above such as: Biology, Accounting/Finance, Human Resources, English/Journalism, Management)
- Office Aide - (High school students and current May/June High School graduates)

BASIC QUALIFICATIONS:

- U.S. Citizenship
- Enrolled as a degree seeking student in an accredited school
- Attending at least half-time

HOW TO APPLY
Getting started: student programs

Student Career Experience Program (SCEP)

Description
• A student works in an area related to what they are studying

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

Additional
• Always 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 or StudentJobs.gov
Student Career Experience Program

The Student Career Experience Program at EPA's Office of Enforcement and Compliance Assurance provides students with part-time, semester-length, seasonal, or summer trainee employment opportunities on successful completion of at least 640 hours of on-the-job training must be received by February 15, 2008 for consideration. Students may be located at one of several trainee programs such as:

- Criminal Investigator Trainee
- Environmental Protection Specialist Trainee (Washington, DC)
- Program Analyst Trainee (Washington, DC)
- Information Technology Specialist Trainee (Washington, DC)
- Environmental Science Trainee (Washington, DC and Denver, CO)
- Environmental Engineer Trainee (Washington, DC and Denver, CO)
- Chemist Trainee (Washington, DC and Denver, CO)
- Biologist Trainee (Washington, DC and Denver, CO)

How to Apply for the Student Career Experience Program:

After determining which position you wish to apply for, provide a resume, cover letter, current official transcript, recommendations, and writing samples, no later than February 15, 2008 to:

Roberta Miller, DEOEA SCEP Coordinator
MC-2233A
1200 Pennsylvania Ave., NW
Washington, DC 20460
(202) 364-4116
(202) 501-0540 (fax)
miller.rebecca@epa.gov

Application packages must be received by February 15, 2008 for consideration.

Opportunities Include:

- Environmental Protection Specialist trainees (PDF) (1 pg, 63K) are located in several OCEA offices, including OSIE, OE, OCE, OPPAC, and FFEO, in Washington, DC. Environmental Protection Specialists conduct outreach to the regulated community and develop and implement compliance monitoring programs that determine compliance with environmental laws and regulations. They investigate and bring civil enforcement cases against violators and analyze environmental policies and regulations. Strong writing and analytical skills are required. All majors are welcome to apply, but applicants should have some academic or experiential background in environmental issues, policy, or science.

- Program Analyst trainees (PDF) (1 pg, 63K) are located in several OCEA offices, including OCET, OSIE, OC, ARMS, OCE, and FFEO. Program Analysts are professionals with strong writing and analytical skills whose widely varied work can include analysis of environmental enforcement programs and initiatives, enforcement targeting and data analysis, administrative and resource management, and planning and conducting enforcement training programs. Positions are located in Washington, DC. All majors are welcome to apply.

- Information Technology Specialist trainees (PDF) (1 pg, 63K) are located in DC or ARMS performing operations, maintenance, and modernization of the large national environmental enforcement data systems, developing and maintaining enforcement targeting and analytical systems, and web design and customer support. Positions are located only in Washington, DC. Computer science, information technology, information management, or related majors only may apply. A strong mathematics background is preferred.

- Environmental Science trainees (PDF) (1 pg, 63K) work for OCEA’s National Enforcement Investigations Center (NEIC) in Denver, CO. EPA’s environmental forensic enforcement laboratory, or in OC, OCE, OSIE, or OPA in Washington, DC. NEIC positions focus primarily on laboratory and field sampling work. Washington, DC positions in the other program offices provide scientific analysis to support implementing compliance monitoring and assistance programs, the investigation of civil enforcement programs, or preparation, review, and analysis of Federal Agency environmental impact statements or environmental assessments. Physical science majors (e.g., biology, chemistry, geology, environmental science) only may apply.

- Environmental Engineer trainees (PDF) (1 pg, 63K) work for OCE or OC in Washington, DC providing engineering knowledge to support compliance monitoring programs and assist with the investigation of civil enforcement programs. Engineer trainees assigned to NEIC in Denver, CO provide engineering analysis and support to the conduct of forensic environmental investigations. Engineering majors with an emphasis on the environment only may apply.
Federal Career Intern Program (FCIP)

Description
- Full time 2 year long position
- The term “intern” refers to the idea of trying out a position for 2 years

Eligibility
- Student who has received a degree from an accredited degree granting institution
- Fulfill the academic and skill based requirements set forth by the agency

Additional
- Eligible for all salary and benefits of a regular federal employee
- Not required to be posted on USAJobs.gov or StudentJobs.gov
The Career Internship Program

Program Overview

The USDA’s Foreign Agricultural Service (FAS) Career Intern Program (CIP) is designed to prepare exceptional men and women with the new professional experiences in agriculture and/or business, a college degree, and competencies for careers in public service with FAS. Interns will participate in a two-year program that is designed to fine-tune their skills and abilities. FAS hires full-time employees for marketing specialist, international specialist, and agricultural economist positions through the CIP.

The two-year internship provides the Career Intern an opportunity to learn about the agency as they work in up to four different areas in the Washington, DC, offices of FAS: Commodities and Marketing, Programs, Export Credits, International Trade Policy, and International Cooperation and Development. On-the-job and formal training is provided on the basis of the intern’s and agency’s needs.

In addition, the internship gives the participant time to consider a career in FAS’s Civil Service or Foreign Service.

FCIP examples: FAS and EPA
Presidential Management Fellowship (PMF)

Description:
- Government’s prestigious fellowship program
- Students complete a 2 year rotation within an agency or between agencies as full time fellows

Eligibility:
- Student who has just completed a master’s program
- Apply during the fall of their final year of graduate school

Additional:
- A candidate must be nominated by their institution.
- For more information: https://www.pmf.opm.gov
Where to look for positions

★ Your career development center
★ Popular job/internship search engines
★ makingthedifference.org
  The Partnership’s federal internship directory
★ USAjobs.gov
  The Government’s main job Web site
★ studentjobs.gov
  The Government’s main internship Web site
★ Agency Web sites
  Visit the Web sites of agencies whose missions interest you
Internship Directory

How to Find & Apply for Federal Internships

Overview
Federal Student Employment Programs
Co-ops and Other Internship Programs
StudentJobs.gov Tips

FEATURED INTERNSHIPS
Faculty and Student Teams (FaST) Program
Department of Energy, National Science Foundation
Washington, D.C.

U.S. Securities and Exchange Commission Internship Program
Securities and Exchange Commission

United States Department of Agriculture (USDA) Federal Student Educational Employment Program
Department of Agriculture
Washington, D.C., International

CVM Veterinarian Student Summer Intern Program

SEARCH THE DIRECTORY

SEARCH BY:
Major
Agency
Location
Year in School
Compensation
Hours per Week
Availability
Keyword

Federal Internship Directory

One of the best ways to gain experience and make connections within government is to intern with a federal agency. You can also start making a difference now by working on issues that matter to you and positively impacting our collective future.

Take advantage of this valuable resource and search for internships that match your interests, experience and skills. This directory provides information on many fellowships and internships available during the school year as well as the summer.

View All Internships in Directory

Major / Field of Interest
- All
- Accounting and Budget
- Agriculture and Forestry
- Art and Design
- Business

Federal Agency
- All
- Administrative Office of the U.S. Courts
- Africa Development Foundation
- Agency for International Development
- American Indian Science and Engineering Society

Location
- All
- Alabama
- Alaska
- Arizona
- Arkansas

Year in School
- All
**Internship Directory**

**SEARCH THE DIRECTORY**

<table>
<thead>
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<th>Major/Field of Interest</th>
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<tbody>
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<th>Year in School</th>
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<td>All</td>
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<td>High School Students</td>
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<td>Freshmen</td>
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<tr>
<td>Juniors</td>
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<td>Seniors</td>
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**EXAMPLE**

Major = Environmental Sciences

Year in School = Junior
**Internship Directory**

### How to Find & Apply for Federal Internships

#### Overview

- Federal Student Employment Programs
- Co-Ops and Other Internship Programs
- StudentJobs.gov Tips

#### Featured Internships

**Faculty and Student Team Program**
Department of Energy, National Science Foundation
Washington, D.C.

**U.S. Securities and Exchange Commission Internship Program**
Securities and Exchange Commission

**United States Department of Agriculture (USDA) Federal Student Educational Employment Programs**

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### Search Results

**Click on any title for a full description and application information.**

<table>
<thead>
<tr>
<th>Major/Area of Interest</th>
<th>Science</th>
<th>Major/Area of Interest</th>
<th>Department of Energy</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Environmental Science</td>
<td>Undergraduate Laboratory Internships</td>
<td>Argonne National Laboratory's Division of Education Programs</td>
<td>Argonne National Laboratory</td>
<td>IL</td>
</tr>
<tr>
<td>Natural Sciences, Physical Sciences</td>
<td>The Division of Educational Programs (DEP), Argonne National Laboratory's link to the educational community. On this site you will find information about the various programs offered at DEP.</td>
<td>Department of Transportation</td>
<td>The objective of the STIPDG is to provide college/university students with hands-on experience and on-the-job training, working on current transportation-related topics and issues.</td>
<td>AL, CA, CT, FL, GA, IL, KS, LA, ME, MI, MD, MN, MO, NE, NH, PA, SC, TN, TX, UT, VA, WA, DC, WI</td>
</tr>
</tbody>
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Science Undergraduate Laboratory Internships

**Agency:** Department of Energy

**Location:** California, Colorado, Idaho, Illinois, Iowa, New Jersey, New Mexico, New York, Tennessee, Virginia, Washington, Washington, D.C.

See the list of participating laboratories

**Major/Field of Interest:** Environmental Science, Natural Sciences, Physical Sciences.

**Description:** This program places students in paid internships in Science and Engineering at the Department of Energy facilities. Many of the participants in the program have decided to pursue careers in engineering because of the nature of the experience. Students work with scientists on projects related to the laboratories’ research programs. The different laboratories each offer diverse employment opportunities (see Choosing a Lab).

The summer programs at the various laboratories will run from late June to mid-August through December and spring programs from January through mid-August. Participants will work in the laboratory and will be given to participants who have been required to participate for the full term of the program.

**Compensation:** Stipend $400 per week, additional housing and transportation costs may be covered

**Hours per Week:** Full Time

**Duration:** 10 to 16 weeks

**Program Availability:** Semester, Summer

**Typical Application Deadline:** May, September, October

Contact Info
Where to look: USAjobs.gov
Where to look: Studentjobs.gov

Studentjobs.gov is the one-stop portal for a range of employment opportunities for students within the Federal Government, whether in high school, college, or graduate school.

WHAT CAN WE DO FOR YOU? Your career in the U.S. Government starts here!
We offer valuable job experience, training opportunities, and excellent benefits, with plenty of opportunity for advancement.

SEARCH JOBS
Explore 42,412 student employment opportunities in the Studentjobs.gov database.

CREATE A RESUME
The resume builder will help you create and store a resume for applying to Federal jobs.

NEW TO STUDENTJOBS.GOV?
Learn how to apply for jobs, build your resume, or find an ideal job. Studentjobs.gov provides information on Federal Government job opportunities.
Where to look: agency sites

Come on board with us and take a journey that will challenge your mind and develop your career. The quality of our lives, the shape of our communities and the productivity of our nation’s economy depend on our transportation systems. We recognize and value the importance of our workforce and the diversity of backgrounds and ideas that each employee brings.

The U.S. Department of Transportation:
Careers in Motion.
Where to look: agency sites
Now let’s search...
Launch the process at USAjobs.gov
Search by various fields

- **Keyword Search**
  - (e.g.: Job Title, Agency Name, Vacancy Announcement #, Control #) More Tips

- **Location Search**
  - IL-Central Illinois
  - IL-Champaign-Urbana
  - IL-Chicago Metro area
  - IL-Cook county
  - IL-Danville

- **Job Category Search**
  - Quality Assurance and Grading
  - Safety, Health, Physical and Resource Protection
  - Social Science, Psychology, and Welfare
  - Supply
  - Trades and Labor

- **Salary Range**

- **Pay Grade (GS)**

**SEARCH BY:**
- Keyword
- Location
- Job Category
- Salary Range
- Pay Grade
To help you choose the right career field, here are some jobs filled by college graduates with appropriate college degree; job-related experience or skills; or jobs with a degree in any academic major, the major being one of the most popular jobs for which any major degree is required.

### ANY MAJOR
- Environmental Protection
- Civil Rights Analyst
- Personnel occupations
- Administrative Officer
- Management Analyst
- Logistics Management
- Paralegal Specialist

### FOOD TECHNOLOGY AND SAFETY
- Consumer Safety Inspectors
- Consumer Safety Officers
- Dietitian and Nutritionists
- Food Assistance
- Program Specialists
- Food Technologists
- Taxonomists

### FOREIGN LANGUAGE
- Air Safety Investigators
- Border Patrol Agents
- Customs Inspectors
- Language Specialists
- Equal Employment
- Opportunity Specialists
- Foreign Affairs Specialists
- Foreign Agricult. Affairs
- Specialists
- Intelligence Specialists

### FORESTRY
- Foresters
- Soil Conservationists
- Management Analysts
- Program Analysts
- Gen. Fish and Wildlife
- Administrators
- Fish and Wildlife Refuge

### HISTORY
- Archives Technicians
- Archivists
- Exhibits Specialists
- Historians
- Intelligence Specialists
- Museum Curators
- Misc. Admin. and
- Programs Specialists
- Management Analysts
- Program Analysts

### HOME ECONOMICS
- Consumer Safety
- Officers
- Food Technologists

### HORTICULTURE
- Agricultural Mgt. Spec.
- Gen. Biological
- Scientists
- Horticulturists
- Plant Protect. and Quarant.
- Specialists
- Plant Physiologists Specialists
- Misc. Admin. and
- Programs Specialists

### INDUSTRIAL MANAGEMENT
- Business and Ind. Specialists
- Equipment Specialists
- Industrial Hygienists
- Industrial Property Managers
- Industrial Specialists
- Management Analysts
- Production Controllers
- Program Analysts
- Property Disposal Specialists
- Quality Assurance Specialists

### INFORMATION TECHNOLOGY
- Information Technology Specialists
- Computer Specialists
- Program Managers
- Management Analysts
- Computer Programmers

### INSURANCE
- Crop Insurance
- Administrators
- Social Insurance Admin.
- Social Insurance Claims
- Examiner
- Unemployment Insurance
- Specialists

To find more jobs visit USAJobs.gov/EI23.asp
Search by interest

**EXAMPLE:**

- **Location** = Chicago
- **Job Category** = Social Science, Psychology, and Welfare (for Economics)
Anatomy of a vacancy announcement

**Supervisory Geographer, GS-0150-12, CENSUS-D-LC**

- Duty Location: Oak Brook, IL
- Organization: Chicago Regional
- Office Promotion Potential: GS-12
- Relocation expenses will not be paid. This is a bargaining unit position. Applications under this vac ...[more]

**Vacancy Ann.#:** CHICAGO RO-2007-0034

**Who May Apply:** Public

**Pay Plan:** GS-0150-12/12

**Appointment Term:** Term

**Job Status:** Full-Time

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**ECONOMIST**

The BLS is an independent national statistical agency that collects, processes, analyzes, and disseminates essential statistical data to the American public, the U.S. ...[more]

**Vacancy Ann.#:** WA139762

**Who May Apply:** Public

**Pay Plan:** GS-0110-05/07

**Appointment Term:** Permanent

**Job Status:** Full-Time

**Opening Date:** 6/4/2007

**Salary:** From 30,386.00 to 48,933.00 USD per year

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**ECONOMIST**

The BLS is an independent national statistical agency that collects, processes, analyzes, and disseminates essential
Anatomy of a vacancy announcement

A vacancy announcement can represent multiple hires. Don’t forget to follow up.
Anatomy of a vacancy announcement

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

ECONOMIST

SALARY RANGE: 30,386.00 - 48,933.00 USD per year
OPEN PERIOD: Monday, June 04, 2002 to Sunday, September 30, 2007
SERIES & GRADE: GS-0110-05/07
POSITION INFORMATION: Full/Part Time Career/Career Conditional
PROMOTION POTENTIAL: 12
DUTY LOCATIONS: multiple duty locations
WHO MAY BE CONSIDERED:
U.S. Citizens

JOB SUMMARY:
The Bureau of Labor Statistics (BLS) is the principal fact-finding agency for the Federal Government in the broad field of labor economics and statistics. The BLS is an independent national statistical agency that collects, processes, analyzes, and disseminates essential statistical data to the American public, the U.S. Congress, Federal agencies, State and local governments, business, and labor.

Salary rates will vary depending on the geographical location of the vacancy. You may view salary tables for a specific location at:
http://www.opm.gov/oca/07tables/
DUTIES
Lists major duties and responsibilities of the position, adding more detail to the brief overview.
Anatomy of a vacancy announcement

Qualifications & Evaluations

Qualifications Required:
Basic and GS-5 Qualification Requirements: The following are the basic requirements for all Economist positions and serve as the qualification requirements at the GS-5 grade level. All applicants must meet these basic qualifications.

All qualification requirements and academic claims must be met and verified prior to appointment. Applications will be accepted from students who expect to complete qualifying education within 9 months of the date of submitting their application.

A. Degree: economics, or in any related field that included at least 21 semester hours in economics and 3 semester hours in statistics, accounting, or calculus.

OR

B. Combination of education and experience-courses equivalent to a major in economics, as shown in A above, plus appropriate experience or additional education.

Examples of qualifying experience include:

1. Individual economic research assignments requiring planning, information assembly, analysis and evaluation, conclusions and report preparation;

2. Supervisory or project coordination assignments involving a staff of professional economists, and requiring the evaluation and interpretation of economic information; or
Anatomy of a vacancy announcement

**ECONOMIST**

**BENEFITS:**
The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

**Flexible Spending Accounts** - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For information visit: [https://www.fsafeds.com/fsafeds/index.asp](https://www.fsafeds.com/fsafeds/index.asp)


**Leave** - Most Federal employees earn both annual and sick leave. For additional information visit: [http://www.opm.gov/oca/leave/index.asp](http://www.opm.gov/oca/leave/index.asp)


**Long Term Care Insurance** - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: [http://www.ltcfeds.com/](http://www.ltcfeds.com/)

**BENEFITS & OTHER INFO**
Describes additional elements of the compensation package or perks associated with the job
Economist

**HOW TO APPLY:**
To apply for this position, you must provide a complete Application Package, which includes the following parts:

1. Your responses to the Assessment Questionnaire, and
2. Your résumé and any other documents specified in the Required Documents section of the announcement.

Use Application Manager for convenience and quickest processing. Track your progress through a Complete Application Package using the My Application Packages checklist and submit using Application Manager. Your Application Package status must be Complete by Sunday, December 30, 2007.

**Option A: Application Manager**

To begin, choose one of these options:

If your résumé is going to come from the USAJOBS Resume Builder, you begin the process by clicking the *Apply Online* button near the bottom of this page. Your résumé will be attached only to
How to apply

BE CAREFUL!
Follow the “How to Apply” instructions closely — they may differ across agencies.

Option A: Online Qualifications Questionnaire.

Tips for using the Online Qualifications Questionnaire:
- You must click both Finish and Submit when you are done. Your Online Qualification Questionnaire is not processed — and your résumé is not submitted — until you click both the Finish and Submit button, even if USAJOBS saves it sent your résumé.
- If you are working on the Online Qualification Questionnaire, you must exit the system before you exit your browser.
- You may submit the Form 1203-FX and/or any supporting documents only once for the job announcement.
- If you are not using the Online Qualifications Questionnaire, you may not submit the Form 1203-FX, resume, and any supporting documents either by mail or fax.

Option B: Paper Qualifications Questionnaire.

If it is not practical for you to use the Online Qualifications Questionnaire, you may submit the Form 1203-FX, resume, and any supporting documents either by fax.

1. You can print a copy of this job announcement so that you can read the questions offline.
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. You can obtain the form at this URL HTTP://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf or by calling USAJOBS by Phone at (703) 724-1850 — after the introduction, press 1, and listen for instructions.
3. You may submit the Form 1203-FX, resume, and any supporting documents either by fax.

- By Fax: If you are faxing a Form 1203-FX, you do not need a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing. If you are faxing any documents without the Form 1203-FX on top, always use the official cover sheet which is here -- http://staffing.opm.gov/pdf/usascover.pdf -- and be sure to fill it out completely and clearly. The fax number is 1-877-875-4877.

Electronic resumes must be submitted by midnight Eastern Time on the closing date.
HOW TO EXPECT NEXT:

Once this announcement closes, candidates will be evaluated using an automated system, (Resumix) which compares your skills and experience as described in your resume with the requirements of the position. If you are found to be a highly qualified candidate, you will be referred to the selecting official for further consideration. (In some cases, individuals with priority for special consideration must be considered and selected before other candidates.) Whether or not you are contacted for an interview depends upon the location of the position and the judgment of the selecting official. You can view the status of announcements that you applied for through our automated response system, ANSWER, accessed through our Civilian Personnel On-Line web page.

Questions?

For questions about this job:
Central Resume Processing Center
Phone: 410-306-0137
Internet: applicanthelp@cpsrxtp.belvoir.army.mil

Send Mail

Send Mail to:
Central Resume Processing Center
314 Johnson Street
Aberdeen Proving Ground, MD 21005-5283
Overview of the online process

After selecting the job to which you’d like to apply, there are usually several steps in the online application process:

1. Create your federal resume
2. Answer the questions posed online
3. Submit the complete application package by the stated deadline
4. Follow up with the appropriate agency contact to inquire about progress in hiring for the position
Building a federal resume online

USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information.

Become a My USAJOBS member
Take control of your job search and career today!

Create your account now!

With your USAJOBS membership, you can:

* Post your resume online
  Let recruiters contact you or keep your resume private.

* Apply to Federal government jobs
  Find jobs you want and get your resume in the right hands.

* Receive automated job alerts
  Create Job Agents for updates on the latest listings.

Existing Users Log In Here:

Username:

Password:

Log Me In!

Did you forget your Username and/or Password?
Building a federal resume online

Sections:
★ Candidate information
★ Work experience
★ Education
★ References
★ Affiliations
★ Desired locations
Federal resumes require more detail than standard resumes. Essentials include:

- Information about the opening
- Personal information
- Education and coursework levels
- Work experience
  - Dates and number of hours worked per week
  - Location of position and supervisor contact information
- Other qualifications
Building a federal resume

Laura Galván
3001 Saddletowne Court
Oakton, VA 22124
E-mail: t930205@yahoo.com

Program Coordinator
- Oversee three mentoring programs in limited resource communities
- Recruit, train and manage 25 adult mentors and 30 youth

EDUCATION
Catholic University of America, Columbus School of Law
Washington, DC, US
GPA: 3.60, GPA: 3.80
Major: Law

University of Virginia
Charlottesville, VA, US
Bachelor’s Degree, 2000
Major: Psychology
Italian Language (Minor)
Grade point average: 3.30

LANGUAGES
Italian
Advanced

Spanish
Advanced

Greek
Advanced

AFFILIATIONS
National Association of American Indians
Member

REFERENCES
Annette W. H. Lang
Utah
Professor, Italian Language and Literature
Phone Number: 408-392-1966
Email Address: annette.lang@wesleyan.edu
Reference Type: Personal

ADDITIONAL INFORMATION
Skills
- Strong written and oral communication skills
- Experience with educational grant writing, policy development, and program evaluation

Professional Experience:
- State Dept. in Mexico
  - Country: Mexico
  - Department of State (Educational and Cultural Affairs)
  - Washington, DC, US
  - Grades: A, B
  - Increased by 20%

- Federal program assistant
  - Drafted memoranda for the Undersecretary of State
  - Participated in communications project
  - Increased efficiency by 20%
Federal application process

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

- Application Questionnaire
- Essays (sometimes called KSAs)
Serve as a primary point of contact for a specific subject matter.

A. I have not had education, training or experience in performing this task.

B. I have had education or training in performing the task, but have not yet performed it on the job.

C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

D. I have performed this task as a regular part of my job. I have performed it independently and normally without review by a supervisor or senior employee.

E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in this task because of my expertise.
Application essays

Agencies commonly require essays as part of the application to address characteristics they seek.

- Can be extremely important in the evaluation process in sorting out the best qualified candidates
- Vary depending on the job, but examples include: skill in written and oral communications; demonstrated technical ability; knowledge of specific subject matter areas
- Are similar to interview questions; answers should provide concrete examples (coursework and volunteer experience count), particularly to demonstrate quantifiable results, complexity or leadership
- Should be a narrative written in first person and vary in length. Use electronic boxes to determine or if KSAs 1-2 pages
What is KSA?

KSA is an acronym for “Knowledge, Skills and Abilities”. Applicants applying under ICTAP/CTAP consideration must be determined to be well-qualified for the position. Well-qualified candidates must be rated at least at the acceptable level of each of the listed elements.

HOW YOU WILL BE EVALUATED:
What Knowledge, Skills and Abilities are Required for this Position?

The following Knowledge, Skills and Abilities (KSA's) are required for this position:

GS-07:

- Ability to communicate orally.
- Ability to communicate in writing.
- Ability to work with data on a computer.
- Ability to organize the work flow of clerical and administrative support functions.

To preview questions please click here.

Specifically address each KSA in your application, providing examples of how your experience prepares you for this role.
KSA response approach: CCAR

★ **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 example

**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 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 section

- Address key words/phrases mentioned in the position description
- Tie your experiences to each KSA
- Use illustrative examples
- Focus on outcomes to which you directly contributed
- Use plain language, without acronyms
- Review your answers (with outside help) to ensure they are succinct, easy to read, and grammatically correct
- Save your essays to use for other applications
- Download a KSA Writing worksheet
  http://www.makingthedifference.org
Applicant eligibility

When submitting an application, agencies request eligibility information including:

- Past or current federal employment
- Disability status
- Non-competitive appointment
  Peace Corps and AmeriCorps*VISTA volunteers have 1 year of non-competitive eligibility
  http://www.peacecorps.gov/index.cfm?shell=learn.whyvol.profben#adv
  http://www.americorps.gov/for_individuals/alumni/opportunities.asp
Summary: tips for applying

- **Plan ahead**
  Allow plenty of time to thoroughly complete your application

- **Select carefully**
  Always consider using a tailored application for each vacancy you apply

- **Prepare for a wait**
  Don’t assume you have been rejected if you do not hear back within weeks of submitting your application

- **Follow-up with an agency**
  Contact the identified representative to learn the status of an application or find out more about a job
What happens next

★ After the closing date for applications, the agency evaluates candidate qualifications
★ From this assessment, the agency produces a list of qualified candidates
★ From the list of qualified applicants, agencies select candidates for interviews
★ At this point, agencies are like other organizations
  • They conduct interviews and select the best candidate(s) for the job
  • Some jobs require security clearance
Federal agencies hire the best and brightest, and getting a Federal job is competitive.

Increase your chances of being hired by following a few clear steps:

1. Research potential opportunities
2. Consider various employment avenues
3. Search on job Web sites and specific agencies
4. Follow the application directions carefully

Sell yourself!
Questions

★ Brooke Bohnet
  bbohnet@ourpublicservice.org

★ Brad Golson
  bgolson@ourpublicservice.org

★ Caroline Pettit
  cpettit@ourpublicservice.org
PARTNERSHIP FOR PUBLIC SERVICE

ourpublicservice.org