

## *Framing Your Internship Search*

### **Start Early**

*The deadlines are earlier than you think*

Typically, application deadlines for DC summer internships in Think Tanks and NGOs run from February to March. For many internships, especially in the federal government related to foreign policy/national security, the deadlines are typically in the early fall. Internships that require security clearances have the earliest deadlines, some occurring a full year in advance. If you want to snag a competitive internship, use your fall and winter breaks to plan out which internships you wish to apply for and begin working on your applications. Just because an internship has a rolling deadline doesn't mean you should put it off until the last minute. Organizations often extend offers early in the process.

### **Focus on Your Interests**

*Play to your strengths*

Before applying, put thought into what area of policy and politics you're interested in. If you are interested in NATO, apply to a think tank that specializes in Europe. If you're interested in working on the Hill, apply for a congressional internship. When selecting offices to apply for, make sure you agree with the Senator or Representative on policy issues. You should share the same values as your employer and you may get questions about it during interviews.

### **Be Prepared**

*Keep your application materials on hand and organized*

Here are a few materials to keep on file. Occasionally, opportunities open and close quickly and you do not want to miss out because you needed a week to update your resume.

- Keep your resume updated.
- Have short (five pages or less) and long (10 pages or more) writing samples ready.
- Have copies of your updated official and unofficial transcripts on file.
- Maintain relationships with several professors in your field of interest as well as previous intern coordinators who can provide letters of recommendation.
- Monitor your social media content. The first thing employers will do is google you!

### **Take Advantage of Available Resources**

*They are there to help you*

The AHS National Office has prepared a variety of resources to utilize in your internship search:

- *The Hamilton Dispatch*. The *Dispatch* is sent out every Wednesday morning during the academic calendar year (August-May). It includes an Opportunities section which lists internships, academic programs, fellowships, academic contests, and job openings.
- AHS LinkedIn Group: We also maintain a LinkedIn group for chapter officers and alumni. The group is updated with various career opportunities throughout the week. You must be a dues-paying member to have access to the page.
- There are a variety of websites that feature extensive jobs listings. These include Brad Traverse Jobs, The Heritage Foundation's Job Bank, and District Daybook among others. You could also sign up for job alerts from institutions of interest.