**White House Internship Program**

**Frequently Asked Questions**

**How do I submit my application?**

1. Download the White House Internship Application/Online Form containing fields for two essays, a cover letter, resume, and three letters of recommendation.
2. Fill in the resume, two essays, and three letters of recommendation.
3. Save the document with the unique identifier and word “app” as the documents name and send email to: intern\_application@whitehouse.gov with “Fall” and your name in the subject line.

**Example**

To: intern\_application@whitehouse.gov
From: wdavis@sdu.edu <William Davis>
Subject: Fall: William Davis White House Internship Application
Attachments: 5-31-1982-6557-App.pdf

**If submitting separately, how does my recommender send in my letter of recommendation?**

Recommenders should download the recommender form, write your recommendation, include your applicant code, and email their form to: intern\_application@whitehouse.gov with “Fall Recommendation” and the applicant’s name in the subject line.

**Example**

To: intern\_application@whitehouse.gov
From: mtaylor@sdu.edu <Professor Marianne Taylor>
Subject: Fall: Fall Recommendation James Pete Letter
Attachments: 5-31-1982-6557-Rec.pdf

**How should I respond to the essay questions?**

Each of the essay questions should be answered separately. Each response should be between 300 and 500 words in length. **Do not exceed the word limit.**

**How long should my resume be and what should it include?**

Your resume should be no longer than **one page** and should include at least your education, work experience, extracurricular activities, and service experiences.

**Will I be penalized if my recommendation is sent in late?**

Yes, letters of recommendation will not be accepted after the due date and an application will not be reviewed

**Do you have to be a US citizen to apply?**

Yes. In order to be eligible for the White House Internship Program you must be a United States citizen.

**Do you have to be in college to apply?**

Current undergraduate students are not the only eligible applicants.

Graduating high school seniors who have enrolled in college and anticipate attending university in the fall may apply for the first internship session following their commencement.

College graduates who graduated within two years from undergraduate or graduate school are eligible for the internship program.

Graduate level students are also eligible for the internship program.

A veteran of the United States Armed forces who possesses a high school diploma or its equivalent and has served on active duty at any time over the past two years is also eligible.

**Can I mail a hard copy of my application?**

No. Only electronic application packages will be reviewed. Hard copies of applications mailed to the White House will not be received by the deadline since there is a security lag in delivery service.

When your emailed application package is complete with receipt of the cover letter, essays, and recommendation letter you will be notified via email.

**Is the White House Internship a paid position?**

No. White House Internships are unpaid positions. Applicants are encouraged to contact educational and other non-profit organizations to apply for funding or housing assistance. Applicants can also contact local schools for fall housing opportunities.

**Is housing provided?**

No. Applicants must arrange their own housing. Applicants are encouraged to contact educational and other non-profit organizations to apply for housing assistance. Applicants can also contact local schools for fall housing opportunities.

**My school is on a Quarter system and I will not be finished until after the start date of the program. Can I still participate?**

All program participants must be available to begin their internship on the start date. If you will not be able to begin the internship at that time, please apply for the next internship session.

**To whom should the letters of recommendation be addressed?** “To whom it may concern" or "White House Internship Reviewing Committee."

**Is political preference a deciding factor in the application review process?**

No. It is essential, however, that applicants are dedicated to the ideals and mission of the President, the Administration and to pursuing a career in public service.

**How many people apply for the internship program?**

The White House Internship Program is highly competitive and we are experiencing great enthusiasm this year. Applicants are encouraged to submit a thorough application that illustrates your qualifications and commitment to public service.

**As a White House Intern, where will I work?**

Interns have the opportunity to work in one of several White House departments, including: the Office of Cabinet Affairs, the Office of Scheduling and Advance, the Office of Public Liaison and Intergovernmental Affairs, the Office of Legislative Affairs, the Office of Management and Administration, the Office of the White House Counsel, the Office of Political Affairs, the Office of Energy and Climate, National Economic Council, the Office of Presidential Correspondence, the Office of Presidential Personnel, the Communications Department, the Domestic Policy Council, the Office of the First Lady, and the Office of the Vice President.

For a full list of internship placement offices, please visit the website at: [www.whitehouse.gov/about/Internships](http://www.whitehouse.gov/about/Internships)