

**UNITED STATES DEPARTMENT OF EDUCATION**

OFFICE OF THE SECRETARY

March 2001

**NOTE TO ALL PROSPECTIVE INTERNS**

Subject: Application Process

The U.S. Department of Education always has internships available for interested students during all semesters and quarters of the school year including the summer. We are always interested in having student volunteers work in the agency to provide them with an experience that exposes them to government, public policy and work with responsibilities. I coordinate the internships within the agency. However, individuals may contact specific offices. The application is the same throughout the agency.

The attached material provides all prospective student volunteers/interns with the necessary information to apply for such a position. None of these positions are paid. If you are interested in a paid position, you must go through the agency's personnel office, but there are very few if any of these jobs.

Please get your application, letter and other materials submitted in a timely fashion so there is time to get you properly placed based on your interests and experiences. We try to place individuals based on their interests. Therefore, in your letter explain what type of work you want to do or your interests. This will help us in placing you. It would also be helpful to send a writing sample. Someone from an office in the Department will be contacting you by telephone or email as a follow up for a placement.

Internships are available in specific offices and programs as well as types of work. Some examples of types of work include:

- Policy Analysis
- Evaluation and Research
- Project and program management
- Finance
- Public Affairs and communications
- External Affairs and Intergovernmental Relations
- Legislative Affairs
- Technology systems
- Legal work

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And some examples of specific topics or offices are:

- Elementary and Secondary Education
- Student Financial Aid
- Higher Education
- Special Education
- Vocational and Adult Education
- Civil Rights
- Bilingual Education
- Reading
- After-school programs
- Leadership and teacher development
- Safe and drug free schools
- International education

My recommendation is to send your completed materials six and eight weeks prior to your starting date. There are no deadlines but the more time we have to review the materials the better the opportunity to make a placement close to your interests.

I look forward to receiving your application or applications from students in your program.

Ann Nawaz  
Office of the Deputy Secretary

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