

APPLICATION CHECKLIST AND CONTACT INFORMATION

Please return completed application and supported materials in PDF format via email.

- Completed Application Form (page 1 only)
- Cover Letter
- Resume
- Writing Sample

Email:

Intern Coordinator

PublicAffairsInternship@usdoj.gov

TIPS FOR APPLYING

- Proofread. You are applying for an internship with a communications office. Typos, misspellings, and poor grammar will be heavily counted against you.
- Tailor your cover letter to this internship and write it in standard business letter format. Make sure you highlight what you can bring to this internship, including past experience in the communications field. This can be from a previous internship, work experience, volunteer opportunity, etc. This should be no more than a single page, including the address, salutation, body, and closing, and there should be appropriate spacing between paragraphs. Succinct, tight language is often a plus in professional writing.
- Make sure your resume is up to date and that all relevant experience is included.
- Follow directions. This is a highly competitive internship, and failure to follow directions will disqualify you from further consideration. The most common mistakes we see include not sending all of the materials in PDF format and not paying attention to length requirements.
- Proofread. (Yes, this is deliberately in the tips twice as we often see mistakes.) Interns are often called on to proofread work in our office so your application should have no errors.