Apply for an Internship

Open Opportunities
POWERED BY **USAJOBS**

Make sure you have a USAJOBS and Open Opportunities profile. Learn how to create a profile at https://usajobs.github.io/open-help/profile/.

APPLY FOR AN INTERNSHIP

1 Sign into Open Opportunities at <u>openopps.usajobs.gov</u>.

2 Look through the internship opportunities.
   a. Click on the internship opportunity name to see the details.
   b. Use the filters on the right to refine what you're looking for.
   c. Click **Save** in the upper right corner of the card, or on the full view, to save an internship.

3 Select **Apply** when you're ready to apply.

4 Review the **Next steps** to make sure you have everything you'll need to apply.

5 Click **Continue**—you'll see the internship you applied to as your 1st choice—you need to select 3 internships to apply to.

6 Click **Search for your 2nd choice** to search for another internship, or click one of your "Saved internship opportunities" on the right (if you have any).

7 Repeat this process to find your 3rd choice—once you've selected 3 internships, you can move them around by using the arrows on the left until you're happy with their order (1st choice is your 1st preference and so on).

8 Click **Save and continue** to start the application process.

9 Complete each page of the application.
   a. We'll automatically fill in any information that you have in your USAJOBSprofile.
   b. Click **Add** in each section if you need to add information.

10 Make sure you include a transcript. If you need to add a transcript, we'll send you to your profile in USAJOBS to upload it. This will be a new tab in your browser.
   a. Once you have uploaded your transcript in USAJOBS, go back to the browser tab that says Open Opportunities to get back to your application.
   b. Go to the **Transcript** section and click **Refresh**—you will see the new transcript you uploaded.

11 Review your application to make sure this is what you want to submit and answer the **Consent to share information** question.

12 Click **Submit application**.

GOOD LUCK!