COLLEGE INTERNSHIP PROGRAM
Application Process and Checklist

Interns will be selected through a competitive application and interview process.

Applying for an Unpaid or Paid Internship:

☐　**Submit a Completed DOH College Internship Program Application**

☐　**Submit a Current Resume**

☐　**Submit two (2) Letters of Recommendation:**　Recommendations should come from a college advisor and/or professor. Recommendation forms and letters must be sent from the advisor/professor to doh.internship@dc.gov.

☐　**Submit an Essay:**　1-2 pages on what you hope to accomplish through an internship at DOH, and how it will relate to your academic and career goals.

☐　**Submit an Academic Transcript**:　Unofficial copies are acceptable when applying; official copies are required if applicant is selected for the position

Applying for an Internship for Course Credit:

☐　**Submit a completed DOH College Internship for Course Credit Program Application**

☐　**Submit a Program Proposal that includes a statement of goals**

☐　**Submit a Completed DOH College Internship Program Application**

☐　**Submit a Current Resume**

☐　**Submit two (2) Letters of Recommendation:**　Recommendations should come from a college advisor and/or professor. Recommendation forms and letters must be sent from the advisor/professor to doh.internship@dc.gov.

☐　**Submit an Essay:**　1-2 pages on what you hope to accomplish through an internship at DOH, and how it will relate to your academic and career goals.

☐　**Submit an Academic Transcript**:　Unofficial copies are acceptable when applying; official copies are required if applicant is selected for the position

Applications and supporting materials may be submitted by
email to doh.internship@dc.gov,
by fax to 202-442-4808, or by mail to

Department of Health
Office of Human Resources
899 North Capitol Street, NE
Suite 500
Washington, DC 20002
Attention: Internship Coordinator

LATE APPLICATIONS WILL NOT BE ACCEPTED