



Government of the District of Columbia

Department of Health



COLLEGE INTERNSHIP PROGRAM Application Process and Checklist

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
