MAXWELL IN WASHINGTON
INTERNSHIP GUIDE

Syracuse University
Maxwell School of Citizenship and Public Affairs
Maxwell-in-Washington
Getting Started – Figuring out what you want to do!

This can be the most difficult part of the internship search and can also take the most time. A few things to seriously consider before embarking on your search:

- What are your topical and geographical interests?
- What is your field (or fields) of interest within your discipline?
  - You can have more than one and divide your search along two tracks.
- What type of work do you enjoy (research, programmatic, etc)?
- What skills do you want to gain?
- What type of organization would you like to work for (gov't, private, NGO, etc)?

An excellent resource for exploring and learning more about possible fields of interest is the Maxwell Center for Career Development and Alumni Relations’ Career Field Guides: http://www.maxwell.syr.edu/careerfieldguides/

Each guide gives an overview of a specific field, qualifications necessary to enter that field and a list of organizations and resources for further research.

Research

There are literally thousands of relevant positions out there and it will take some time for you to determine which ones are most appropriate for you. It helps to start focusing your search by setting criteria:

A. Field – this could be your geographic and/or topical concentration (policy, security, development, markets, conflict resolution etc.).

Geographic concentrations:

- Africa
- Asia
- Europe
- Latin America
- Middle East

B. Function – the function is specific to the skills required to do a job. The mission of an organization may be relevant to your field of interest, but a position at that organization may have a function that is totally distinct from the field. Functions are skills like research and analysis, communications, project management, monitoring and evaluation, etc. and can be applicable across many fields.

C. Sector – organizations have functions as well. Thinking about what sector you would like to work can be another useful way to limit your search:
Once you have determined your criteria, it’s time to start using those guidelines to locate organizations of interest. I suggest you target 12-15 organizations of interest, and **HIGHLY RECOMMEND** that you use a spreadsheet (like Excel) to track organizations and your progress throughout the internship search process. A spreadsheet is the easiest way to keep on top of upcoming deadlines, applications requirements, contact information and online application usernames and passwords. You will regret it in future if you don’t track and log your search! Not only will this keep you on track with your search, it will prove a valuable resource when you start your job search!

1) **Research Resources** – To aid you in your search, following are a number of resources of which you should take advantage. I am also here to help you through each step of the internship search.

   **A. Your DC Program Staff:** We are here to help you through each step of the internship search, and are familiar with most organizations in DC. If you ever have a question or need help with anything, please email or give one of us a call:
   Samantha Clemence – 202-888-6363 saclemen@maxwell.syr.edu
   Dr. Ryan Williams – 202-888-6364 rywillia@maxwell.syr.edu

   **B. Internship Databases** – Please note that these databases are not comprehensive listings of all internship opportunities. If an organization is of interest to you but not listed in the databases, check their website for opportunities!
   i. Maxwell’s Career Services maintain an excellent list of Career Field Guides that allow you to explore your interests by topic: [https://www.maxwell.syr.edu/careerfieldguides/](https://www.maxwell.syr.edu/careerfieldguides/)
   ii. SU’s Career Services maintains an extended list of online databases, resources and search engines: [http://careerservices.syr.edu/internshipsjobs/internships/internsearchresources.html](http://careerservices.syr.edu/internshipsjobs/internships/internsearchresources.html)

   **C. Recommended Websites** - There are several internship websites typically organized by field of interest, a few recommended websites to check out follow. Note that not all positions are in DC!
   [University Coalitions for Global Health](http://www.universitycoalitions.com/) – Directory of Organizations in Global Health
Overview of Popular Fields/Sectors

A. **US Government (US citizens only):** The US federal government provides internship opportunities for students across almost all agencies. Note that any agency requiring a security clearance will have deadlines up to 9 months in advance. The portal for finding and applying to USG internships is [www.USAjobs.gov](http://www.USAjobs.gov) you can use their search function to sort by specific criteria and request email notification when a position matching your criteria is posted.

   Index of USG Departments and Agencies:

   Keep in mind that many security/defense organizations have deadlines anywhere from 6 months to one year in advance. Planning ahead is essential.

B. **United Nations:** The UN has several small program offices in DC. Most deal with government relations, (communications and advocacy issues with the USG). For a list of UN Offices in DC, please go here and click on the “Washington Offices” bar in the left navigation pane: [http://www.unicwash.org/](http://www.unicwash.org/)

   You should also check out the UN Foundation, which has programs dealing with partnership development, children’s health, women and population, technology, climate and energy, US-UN relations, sustainable development, public affairs and grants: [http://www.unfoundation.org/who-we-are/careers/](http://www.unfoundation.org/who-we-are/careers/)

C. **NGOS:** There is a vast array of US-based international NGOS with headquarters in DC. One of the best resources to locate these organizations is InterAction’s membership list. You can search their member directory by filters: [http://www.interaction.org/member-directory](http://www.interaction.org/member-directory)
D. Capitol Hill: There are always numerous opportunities on the Hill! Websites for House Members can be accessed at [www.house.gov](http://www.house.gov) and Senators sites can be found at [www.senate.gov](http://www.senate.gov). Look at your home state or NY State Representative. You should also look at the committees and sub committees that work on particular issues of interest to you: [https://www.foreign.senate.gov/about/internship/](https://www.foreign.senate.gov/about/internship/) [http://www.govtrack.us/congress/committees/](http://www.govtrack.us/congress/committees/)

E. USG Contractors: Whether it’s development or security, you can follow the money to see who has grants and contracts with the USG. Note that they will require US citizenship and security clearance. Not all are in DC, but the majority are.


F. Think-Tanks: DC is home to 393 think tanks which do research and inform policy on a variety of issues. Many think tanks are non-partisan, but many have their own political bent, so look at their mission to see their leanings and make sure they aren’t outside your comfort zone. For think tanks, always look at their programs and projects – that is the level of specificity you need to zero in on.

A fairly concise list of the top 50: [http://washingtoncenter.ucr.edu/ThinkTanks.pdf](http://washingtoncenter.ucr.edu/ThinkTanks.pdf)

Global list of think tanks by topic – note that not all are in DC: [https://repository.upenn.edu/cgi/viewcontent.cgi?article=1012&context=think_tanks](https://repository.upenn.edu/cgi/viewcontent.cgi?article=1012&context=think_tanks)

G. International/Multilateral Organizations: There are many international and multilateral organizations in DC across sectors. The USIP provides a fairly comprehensive list here: [https://www.usip.org/publications/international-organizations](https://www.usip.org/publications/international-organizations)

Global organizations:

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**Networking**

Students are often intimidated by the idea of networking, but it is a necessary and very productive way to learn more about a field, locate positions and start to build a network of contacts. Try to identify contacts that you may have through family, friends, professors, former employers, alumni, etc. that are in your field of interest. The DC program has a strong network of alumni who are happy to provide insight, advice and tips on your internship or job search.

**A. Locating Contacts** – In addition to personal referrals, you should take advantage of the following Syracuse University and Maxwell resources:
1. **LinkedIn** is a professional “Facebook” and one of the best ways to locate alumni. Almost 2,000 alumni have joined the Maxwell Group on LinkedIn, and you can search people by name, field or organization: [http://www1.maxwell.syr.edu/career.aspx?id=208](http://www1.maxwell.syr.edu/career.aspx?id=208)

2. The **program website** lists internship placements for past semesters. If a former student interned in an organization of interest to you, contact them and talk to them about their experience: [https://www.maxwell.syr.edu/dc/undergrad/internships/](https://www.maxwell.syr.edu/dc/undergrad/internships/)

3. **Your network** – start utilizing the access you have to the wide variety of professors, professionals and fellow students on campus. Talk to them about your interests and seek their input and advice.

4. **SU Online Community**  

5. **Handshake** SU recently joined this job networking platform:  
   [https://syr.joinhandshake.com/login](https://syr.joinhandshake.com/login)

6. **Informational Interviews** Informational interviews are a valuable way to develop a network of contacts in your field. Informational interviews are formal or informal meetings with individuals that can provide invaluable information on research, trends, key figures, and important organizations. Often times, informational meetings may lead to positions in the future.

**B. Making Contact** – Now that you know who you want to contact, you need to determine the best approach to making contact. You can call or email, request an informational interview (an in-person meeting with an established alum at an organization) or just an informal discussion, whatever feels most comfortable for you. Make sure you:

1. **Do your research BEFORE contacting alums** – know what they do, what their organization does and why you are contacting them. You are initiating contact and requesting their help, so the burden is on you to ask the questions. Clearly communicate why you are contacting them (NOT for a job, but information/advice about the organization, field, career, etc.) and prepare a list of questions beforehand.

2. **Always explain your connection to them up front** - tell them how you got their name. This validates your initial contact and provides a frame of reference for them. For example, “NAME from the Maxwell School suggested I contact you to....”

3. **Be polite and mindful that people are very busy.** Keep your communications to them brief and to the point (see Resources section at end for sample emails).

4. Maxwell provides several excellent guides on correspondence and networking effectively to help you navigate the protocol of contacting alumni:  

5. **Always follow up with a thank-you note.** This is important and leaves a good impression on the contacts who have taken time out of their schedules to talk to you.

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**The Application Process**

Applications are made directly through the employer; therefore the application process varies significantly for each position. Typically, an advertised position will clearly state the application process and deadline. Please, please:
Follow their instructions exactly and clearly label all documents you submit with your name and document description (i.e. Clemence_Samantha_Resume).

Save your documents as PDF before submitting to avoid formatting issues.

Most organizations receive an overwhelming number of applications, and are looking for any reason to eliminate candidates from consideration. Do not give them a reason by failing to follow their directions! You can expect every organization to require at least a resume and cover letter. Many will also require writing samples, letters of recommendation and transcripts:

A. Before Starting. Syracuse University Career Services has a Career Guide that has useful tips on cover letters and resumes. The Maxwell School Center for Career Development has a Professional Development Guide for cover letter and resume samples.

B. Resumes. Your resume should be no longer than one page until you have at least 10 years of professional work experience. Reviewers typically spend less than a minute scanning your resume, so make sure you have concise, clear descriptions and formatting. A sample resume format can be found in the Appendix, but the main points to remember are:

1. Include your contact information at the top. Name, address, email and phone number. Your resume should not be cluttered and should be in a font large enough to be easily read (at a very minimum 10 point font).

2. Your education section should be first as you are currently a student. Include degree(s), minors, certificates, study abroad, language study and concentrations.

3. For your experience section, include organization name, department or division, dates of employment, location, position or title and job description. The job description should be 3-4 bullet points highlighting your main responsibilities and accomplishments. Use strong, active verbs (See Appendix for list) and include what you did, how you did it and why you did it (what the results were).

4. A Skills section is very important to include! Identify the specific computer or technical, language and other skills you possess.

5. Identify their key requirements, and use the same language they use in their position description. Many organizations receive so many applications that they feed resumes and cover letters through word-search software that identifies which applications contain their keywords – and eliminates the ones that don’t. So, if they say they are seeking someone with “conflict resolution training” don’t say you “settled disputes” or “learned mediation tactics.” Use their language.

C. Cover Letters. The dreaded cover letter! This is your opportunity to highlight the relevant experience that is listed on your resume and make a personal connection with the reviewer. See the Appendix for a template, and remember to:

1. Include your contact info from your resume on the top of the letter.

2. Tell them why you are interested in working for their organization. This should be thoughtful. What is it that they do that really appeals to you? Why? How will this experience benefit you in your career ambitions?

3. Tell them how you possess the skills they outline in their position description.

4. If they request you indicate your availability, include it in your closing paragraph.

D. Writing samples. Typically a 2-5 page writing sample is requested. It is okay to use a paper written for a course. Try to select one with a topic relevant to the position you are seeking, cut it down to their requested length, and insert a note at the beginning specifying who/what it was written for and to clarify if it is an excerpt.
E. Letters of Recommendation. Always ask a professor if they are willing to serve as a recommender before listing them as such. If you are requesting they write you a letter of recommendation, give them ample notice and provide them with a description of the position you are seeking, a copy of your resume, a few points about why you are good candidate, and the contact info, address, instructions, deadline to submit the letter.

F. References. Select your references with care, and always get their permission before listing them as a reference. They should be someone you have worked for or taken a course with, someone who is familiar with you, can speak to your abilities and will speak highly of you. Do NOT select co-workers, relatives or friends. If you are called upon to provide character references, then you can use friends, relatives, etc.

   1. Put your contact information at the top of the page, and include a header titled “References.” List each reference, giving the employers’ name, organization, address, telephone number, email address and dates you worked for them.

G. Transcripts. Official transcripts can be obtained free of charge from the SU Registrar: http://registrar.syr.edu/students/transcripts.html If the organization accepts unofficial transcripts, you can download a copy from your account on MySlice.

H. Timeline: When sending out your applications, be prepared that some organizations make decisions much more quickly than others. Sometimes an organization will respond as quickly as quickly as one week after you submit the application and as long as three months after you submit the application! Deadlines vary widely by organization and semester.

### Interviewing

Most interviews will be conducted via telephone. If they expect you to come for an in-person interview, it is perfectly okay to request a telephone interview. Expect that you may be interviewed by more than one person.

Remember that interviews are a two-way street. The organization wants to make sure you are a good fit for them, but you also want to make sure the position is right for you. So ask questions! Career Development has a useful interview guide with sample questions to ask here:

http://www.maxwell.syr.edu/career.aspx?id=77309414141

If interviews make you very, very nervous, Career Services in Schine Center will set-up a mock interview and videotape your performance so you can get objective (if painful) feedback.

**Most importantly:**

A. Do your homework before the interview. Re-read their website, program/project description, job/internship description and bio of your interviewer or projected supervisor. They want you to know what their organization and project/program does so review their website and intern description BEFORE your interview.

B. Make sure you ask questions. Interviews are a two-way street. You want to make sure the position is right for you as much as they want to make sure you are right for the position. So ask about your duties and what projects you will be working on as an intern.
C. **Avoid verbal pauses:** try to avoid using vocalized pauses such as “um,” “ah,” and “like” in your answers. Pausing before answering a question is fine, just don’t feel the need to fill the silence with a sound.

D. **Prepare to be grilled.** Prepare a list of typical interview questions and prepare thoughtful responses.

E. **Be yourself.** Interviews help them determine how you will fit into the office environment, so be friendly and don’t be afraid to show a little of your personality.

F. **Phone Interviews.** It helps to stand up while talking – it makes you sound more engaged. And don’t forget to smile! They can’t see it, but they can hear it in your voice.

G. **Thank them.** Always send a thank you note the day or day after an interview. This is an excellent way to stand out and express your appreciation for their consideration.

**If your Interview is conducted in-person:**

H. **Dress for Success:** Be well-groomed and wear business clothing regardless of the weather.

I. **Arrive early.** Arrive 10-15 minutes early and be sure you greet your interviewer cordially.

J. **Listen intently.** Take notes and refer back to points in the conversation.

**Follow Up**

If it’s been over two or three weeks since an application deadline and you have not heard back from an organization: Call them, politely introduce yourself, reiterate your interest in their organization and inquire if they have made decisions, or by when they expect to make decisions. Don’t forget to reiterate your interest in interning for them and thank them! If the organization is in your top three choices - ask them if there are any other unfilled intern positions in their organization, if they know of any other openings or have any advice. People will typically help you if you are polite and friendly and ask!

If they expressly state “NO PHONE CALLS” on any of their application materials or website, feel free to send me the contact info and I will call them.

**Negotiating an Offer**

This part of the process is tricky! Organizations do not all follow the same timeline for their intern hiring, so you may get an offer from an organization fairly low on your list very early, and then hear back from one of your top organizations just a few weeks before the semester starts. Think carefully about your options and gauge your chances with other applications you may have in the works BEFORE accepting a position.

If an organization offers you a position before you are ready to accept, you have some recourse, but may ultimately have to make a decision more quickly than you desire:

A. CALL them (NO email!) and thank them very much for the offer and express your excitement at the prospect of working with them. Ask by when they would need official acceptance from you. If necessary, you can tell them you have another offer, or other offers, and would appreciate a little time to consider your options.
B. They will give you a date by when they need an answer– it may be two weeks down the road, it may be two days!

C. Call back any other organizations high on your priority list and find out when they expect to make decisions. This will give you a timeline to make a decision.

**DO NOT EVER ACCEPT A POSITION UNLESS YOU ARE COMMITTED TO INTERNING WITH THEM**

### Schedule

Once you receive an offer, you will need to negotiate your schedule. **You will have evening seminars that start at 6:00pm on Tuesday and Wednesday, and be in class all day on Thursdays.**

Most students intern Monday through Wednesday, and some also opt to intern on Friday. This is your decision. The minimum requirement for academic credit is at least 21 hours per week. Some internships may require 32 hours per week, in which case you would need to intern on Friday as well. The more time you put in, the more you get out of the internship and become a fully integrated member of the office, but remember that you will be carrying a full course load and need to find the right balance for you.

### Making a Decision

**Which position will advance your career? What skills will you gain or develop? Will you make useful contacts?** Sometimes talking to previous interns can help give insight. In addition, our DC Director, Ryan Williams, and DC Program Coordinator, Samantha Clemence, can give you feedback on organizations and help you weigh the pros and cons of differing organizations.

### Writing Thank You Notes

One of the most important ways to leave a good impression and expand your contact network! Send a thank you note to any alums or contacts that gave you useful advice or helped you along the way! Let them know where you are interning and how they helped.

### International Students!! - Applying for Curricular Practical Training (CPT)

It’s critical that international students on an F1 or J1 visa work with representatives at the Slutzker Center for International Services (SCIS - [http://international.syr.edu/](http://international.syr.edu/)) to obtain work authorization for internships in the U.S. Slutzker offers monthly presentations on the CPT process (F1) and academic training (J1), which you should attend before departing campus.

You cannot complete the CPT process until you have secured an internship and have an offer letter, and you CANNOT start interning until you have received your CPT authorization so some planning is required. Please note that it takes Slutzker about 4-5 days to turn around an application, so please plan ahead!
Appendix

Resume Templates:
EXAMPLE STUDENT
2401 Calvert St, NW, Washington, DC 20008 · student@syr.edu · (202) 555-5555

EDUCATION

School Name, College Name, location
Degree
Minor (if applicable)
Concentrations or Focus – list specific areas of study; specialization

Outline here any educational pursuits that are relevant to the positions you are applying, including study abroad, relevant coursework, large research projects, etc. as well as any academic honors or awards.

Use formatting –strategically use underline, bold, italics, etc. throughout your resume to make it easily navigable and highlight any special accomplishments

EXPERIENCE

Employer, Department
Position, location

❖ Succinctly describe what you did, including what, how and why (results!)
❖ Start each description with an active verb – organize/d, collaborate/d, research/ed, etc.
❖ Use present tense for current jobs, past tense for past jobs

Employer, Department
Position, location

❖ List in reverse chronological order with your most recent position first
❖ Think about anything you accomplished in past positions and use it in your descriptions! Maybe you increased productivity or improved a process
❖ Choose a format to list your positions and dates and use it consistently!

Employer, Department
Position, location

❖ Do not crowd your resume; make sure you have some white space on the page
❖ Supplement a light work history with school or volunteer activities, academic clubs, independent studies, research projects, etc.
❖ Show what you learned and achieved in past positions

EXTRA-CURRICULAR ACTIVITIES

Organization Name - Volunteer Position/ School Club Position

If you have a number of extra-curricular activities, you can list them succinctly as above. If you only have a few, you can flesh them out by including a description of what the position entailed:

Organization Name – Position
❖ description of duties and objective of activity

SKILLS

Language – list language and proficiency level (beginner, conversational, fluent, etc.)
Computer/Technical – list software/hardware and proficiency level (familiar with, proficient with, etc.)

Skills are very important! Think about your skills and highlight the ones you possess. These can be things like research (type of research, research platforms, analysis), social media (blogs, Twitter, Facebook, etc.), public speaking, conflict resolution, leadership. Be sure to include any trainings or certifications you have had!
MATTHEW JONES  
2401 Calvert St, NW, Washington, DC 20008 · student@syr.edu · (202) 555-5555

EDUCATION

Maxwell School, Syracuse University, Syracuse, NY  
Bachelor of Arts in International Relations  
Concentrations: Global Political Economy, Africa  
Candidate May 2015

Honors and Awards:  
- Good Student Scholarship Fall 2012  
- Dean’s List Fall 2011 - Spring 2013  
- Study Abroad: Accra, Ghana Summer 2012

Relevant Coursework:  
- International Economics  
- Political Economics  
- Statistics  
- Politics of Africa  
- The World Economy  
- African Economic Development

EXPERIENCE

Research Assistant  
Center for Economic Research, Syracuse University – Syracuse, NY  
August 2012 – Present

- Research the impact of illegal immigration on the US economy, and how economic opportunities available to illegal immigrants vary between their home country and the US.  
- Prepare tables, graphs and fact sheets summarizing research results  
- Perform general administrative and clerical duties as needed.

Intern  
International Organization for Migration – Accra, Ghana  
May 2012 – August 2012

- Developed proposal on preventing and combating child trafficking in the Lake Volta region of Ghana.  
- Assisted with the reintegration of trafficked children into local communities.  
- Mentored and tutored trafficked children; performed community outreach.

Camp Counselor  
Southbury Parks and Recreation Summer Camp – Southbury, CA  
May 2011 – August 2011

- Organized and supervised activities for a group of 35 campers ages 10-16.  
- Coordinated with six other camp counselors to ensure the safety and participation of over 200 summer camp attendees.  
- Received certifications in CPR and First Aid.

ACTIVITIES AND COMMUNITY SERVICE

Catholic Charities – Tutored Somali refugees in English and math  
Fall 2012

Model UN Conference – Served as Lead Delegate for Ethiopia  
Fall 2011

UNICEF – Canvassed to raise funds for education of African girls  
Spring 2011

SKILLS AND QUALIFICATIONS

- Computer and Technical: MS Excel, Word, PowerPoint, SharePoint, Filemaker Pro, Lotus Notes, Outlook, 60+ WPM, familiar with HTML and JavaScript  
- Language: Fluent in French  
- Leadership: CORE Leadership Training and Development Summer 2011
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</table>
**Cover Letter Template:**

**EXAMPLE STUDENT**

2401 Calvert St, NW, Washington, DC 20008 · student@syr.edu · (202) 555-5555

Name (organization or person)
Current Date
Title (if person)
Address
Address

**Dear Mr./Ms./Dr. NAME –**

Always address to a person. Try to avoid “To Whom It May Concern or Sir/Madam.” Look up the name of the person heading the project/program you are interested in, or at very least the internship coordinator.

**Paragraph one:**

First sentence – Always state up-front in the first line why you are writing. “I am writing to apply for (position) at (organization) for the Fall 2012 semester” OR “I would like to be considered for the fall 2012 (position) at (organization).

Second sentence – Tell them your year/major and that you are pursuing an internship for academic credit in DC through the Maxwell in Washington Program.

Third sentence State what about their organization appeals to you. What do they do that makes you want to intern there? Be specific and make it heartfelt.

**Paragraph two:**

Identify their top requirements from the job description and use examples to demonstrate how you possess each of those abilities/skills/knowledge bases. “As a Research Assistant at BLANK, I used Lexis-Nexis on a daily basis to identify and analyze trends in…..” “During my internship at BLANK, I was tasked with organizing several major events, including agenda, logistics…..

BE SPECIFIC – include numbers, achievements, etc.

Demonstrate that you can do what they require by showing how you’ve done it before or learned to do it in a class or activity

**Paragraph three: (if necessary)**

Same as Paragraph Two.

**Closing paragraph:**

Summarize any other skills, mention things they list in their intern requirements – mature, responsible, languages, computer skills, etc. Close with a thank you for their time, consideration, etc. and a reference to a future contact or discussion.

Sincerely,
Full name
Ms. Anne Moulton  
1775 Massachusetts Ave, NW  
Washington, DC 20036

Dear Ms. Moulton,

I am writing to apply for the fall 2013 African Growth Initiative intern position at the Brookings Institution’s Global Economy and Development Program. I am currently a junior undergraduate student at Syracuse University, majoring in International Relations with a focus on International Political Economy and regional studies on Africa. This fall I will be participating in the Maxwell in Washington program in DC and pursuing an internship for academic credit. The African Growth Initiative (AGI) is of particular interest to me because I believe sustainable economic development is the key to helping African countries achieve peace and prosperity. I truly think this is only possible with input and expertise from Africans and admire AGI’s efforts to increase the involvement of African researchers. I would be honored to not only contribute to AGI’s work, but by the opportunity to further develop my interests and abilities under the tutelage of the experts at Brookings.

As a Research Assistant at the Center for Economic Research at Syracuse University, I compiled and analyzed information on a daily basis about the impact of illegal immigrants on the US economy. In addition, I was responsible for providing administrative assistance to a staff of four, including event planning and support, database maintenance social media communications. At the International Organization for Migration in Ghana, I worked as an intern to develop proposals on preventing and combating child trafficking in the Lake Volta region of Ghana. I assisted the re-integration of trafficked children into local communities, and provided support to entrepreneurial endeavors of local citizens.

I am highly motivated, able to perform both independently and in groups, competent in Microsoft Office software and passionate about pursuing a career in African development.

Thank you so much for your time and for your consideration. I look forward to hearing from you.

Sincerely,

Matthew L. Jones
Networking Emails

Seeking career guidance:

Dear Mr. Jones:

I am currently a dual master’s candidate in International Relations and Public Administration at The Maxwell School. Through my academic studies, I am concentrating on public health pertaining to HIV/AIDS awareness. My previous background includes educating youth on HIV/AIDS prevention.

As I continue my research about this field, I would be very interested in speaking with you about your own career path and organization, and learning more about the qualifications and skills that would be beneficial to me as I look toward my future career in this field. If you are available for a conversation you can reach me by email at name@syr.edu or by phone at 555-555-5555. Thank you in advance for your assistance and support.

Sincerely,

YOUR NAME

Seeking support for your internship search:

Dear Mr. Jones:

I am currently a dual master’s candidate in International Relations and Public Administration at The Maxwell School. Through my academic studies, I am concentrating on public health pertaining to HIV/AIDS awareness. My previous background includes educating youth on HIV/AIDS prevention.

I would be very interested in speaking with you about your own career path and organization and to learn about possible internship opportunities as I hope to expand my skills and knowledge to include educating adults in developing countries. If you are available for a conversation you can reach me by email at name@syr.edu or by phone at 555-555-5555. Thank you in advance for your assistance.

Sincerely,

YOUR NAME