

Hello!

I'm sharing information regarding an exciting **virtual internship program**. I am with the U.S. Forest Service, and each year our agency posts internships for projects/work we need completed that could also give students some experience in the agency that may be helpful in pursuing future careers. I'm providing lots of info below.

A list of all intern positions can be found here: <https://vsfs.state.gov/> for our agency—the Forest Service—and several others. This year's deadline is tomorrow, July 30—I apologize on the very tight notice, but wanted to still share in case you have some students interested who can apply. These also occur every year, so they may be helpful to keep students informed of each year in case students are looking for experience. Internships are listed on the VSFS site each May - June with applications accepted during July, interviews and offers made in August, and the actual internship starting in September and extending through May of the following year. Details regarding the program are below and can be found on the [VSFS site student page](#). The specific internship our office is offering is found [here](#) with project code **FS-USA-15** and will provide some great broad experience for students in an area that touches most positions in the National Forest System.

Details for internships:

- The intern work agreement is for up to 10 hours per/week for two semesters; they may be less but not more than that time limit. Students should plan with that timeframe in mind. We certainly work with students during their busy college schedules and often discuss timeframes and schedules during interviews as we want students to be successful in their college endeavors as well as the internship.
- Internships are completely virtual and flexible on hours. Students do not have to come into an office, they can work from wherever they are at, and we coordinate around college course hours.
- Internships are not paid, but provide experience related to agency operations that may be useful in future careers and also include workshops on resume development, interviewing, and other useful job skills and experience. Some students have also been able to work with their colleges on course credit dependent on the work they complete.
- Students can select three internships/projects they are interested in and identify their order of interest as 1 to 3
- The goal of this program is to provide some experience that will help students be successful in future careers, prepare possible future employees, while gaining some assistance in areas of needed work in the agency.
- To apply to a position students will need to create a profile in and apply on [USA Jobs](#), this is the official site for many government agency jobs so it's good experience to do the application process as it will prep students for applying for government jobs in the future. Students will need to provide a resume, transcripts (unofficial are fine) and a statement of interest for the internships they're interested in during the application process outlined below. **Step-by-step instructions for creating a USA Jobs profile and applying can be found on the VSFS site [here](#).** Basically, students should
  - Note the project codes of the three internships they are interested in on the [VSFS site](#) that show in the top left after clicking on an internship
  - Compile their resume document, transcript document(s), and write a statement of interest document limited to 3500 characters that would work for all three internships or write a short paragraph specific to each internship of interest (*Do not put symbols,*

*underscores, or spaces in file names or USA Jobs will reject them, just use letters, lowercase and capital, and numbers. Try to stick to Word or PDF formats).* The statement of interest is where students can highlight who they are, their great traits, personality, skills, etc.

- Create a USA Jobs account with login username/password and fill out profile info.
- Upload a resume (5mb size limit) and transcripts (unofficial are fine) to USA Jobs
- Then use this link to apply on USA

Jobs: <https://usajobs.gov/GetJob/ViewDetails/570699400> or search for the position 2020 – 2021 Virtual Student Federal Service (VSFS) Internship and select apply. **There is only one job posting on USA Jobs for all the internships**, and students select their resume and transcripts from their profile when applying.

- Once finishing the USA jobs process, students will be routed to the Department of State to finish the application.
  - For information with only one option to select, just select the one option provided and choose “Yes” for the question “Do you wish to be considered for Grade NA?”
  - Select the codes for the internships of interest
  - Copy and past the statement of interest for all internships in to the correct application box
  - Upload resume and transcripts on the Dept. of State site where prompted—wait for system to process, it may take a little time.
  - Submit your application

If students have questions/need help, they can reach out to the VSFS program coordinators—[vsfs@state.gov](mailto:vsfs@state.gov). I’m also happy to help.

Thank you for helping share the program! I hope we can involve some students this year and in years to come!



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