

U.S. Department of State Information Session Notes

BYU-I Zoom Session | Mar 2019 | careers.state.gov

I. Intern Programs

1. Pathways Program (paid)
2. U.S. Department of State Internship Program (unpaid)
 - Apply for jobs on www.usajobs.gov
 - Before applying for the U.S. Department of State familiarize yourself with their 13 dimensions: <https://careers.state.gov/work/foreign-service/officer/13-dimensions/>
**They look at the overall candidate and see if he/she has the qualities and/or experience from the thirteen dimensions. It would be best if you implement as many dimensions into your resume and interview responses as possible.*

1. Pathways Program

<https://careers.state.gov/intern/pathways/>

Resume Should Include

- Contact Information
- Completed coursework (unit/ credit hours)
- Academic standing/ GPA
- Work/ volunteer experience “including the work schedule and hours worked per week as well as dates or employment; and title, series, and grade, if applicable;”
- Supervisors name, phone number, email address for each work experience in resume
- Reference sheet

Transcripts

- Unofficial transcripts will suffice for initial application

Proof of College Enrollment

- Documentation that the student is enrolled that also states projected graduation date

Eligibility Requirements

- U.S. Citizen
- At least 16-years-old
- Able to participate in random drug testing
- Able to receive security clearances
- Cumulative GPA 2.0

2. U.S. Department of State Internship Program

[Click here](#) for a brochure that explains the application process and requirements in detail:

Eligibility Requirements

- U.S. Citizen
- Minimum GPA 3.0
- Successfully complete background checks
- Able to receive security clearance
- Able to participate in random drug testing

Tip: When competing your application, make sure you attach all the required documents. One of the main reason's candidates don't get looked at is due to an incomplete application!