

# National Space Society Internship Program

## How to Apply

All applicants should submit the following materials:

1. Applicant information form.
2. Resume, including summary of education, relevant work experience, awards, scholarships, significant accomplishments, and other relevant information.
3. A personal statement of interest in an NSS internship. Length should not exceed two (2) double-spaced pages. The description should emphasize what the student would like to accomplish with this opportunity and why he/she particularly wants to work at NSS. The student should describe the skills he/she brings to the placement.
4. Current college/university transcript.
5. One letter of recommendation from a faculty member or (former) employer who knows the student's work and character well.
6. For applicants planning to use the internship to fulfill an academic requirement or to receive academic credit: a letter from a faculty advisor or other school official verifying that the student will be completing an academic requirement or gaining academic credits by completing the internship.

Application materials should be sent to the National Space Society, Attn. Internship Coordinator, 600 Pennsylvania Avenue, S.E., Suite 201, Washington, D.C. 20003 or faxed to (202) 546-4189.

Applications for summer internships are accepted between January 15<sup>th</sup> and March 15<sup>th</sup> each year. All applicants can expect to hear the outcome of their applications by April 1st.

Applications for academic year internships will be considered on a rolling basis.

# INTERNSHIP APPLICATION FORM

Student's name \_\_\_\_\_

Citizenship \_\_\_\_\_ Social Security no. \_\_\_\_\_

College/University \_\_\_\_\_

Department/Discipline \_\_\_\_\_

GPA \_\_\_\_\_ on a scale of \_\_\_\_\_ Target degree \_\_\_\_\_

Expected completion date \_\_\_\_\_ Minority status (optional) \_\_\_\_\_

Student's address at school \_\_\_\_\_ Use from \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_

School residence phone \_\_\_\_\_ School e-mail \_\_\_\_\_

Permanent address \_\_\_\_\_ Use from \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_

Permanent phone \_\_\_\_\_ Permanent e-mail \_\_\_\_\_

Internship season applying for (summer, academic year) \_\_\_\_\_

Desired internship start date \_\_\_\_\_ Desired end date \_\_\_\_\_

How did you hear about NSS's internships? \_\_\_\_\_

If for credit, please provide the following information:

Faculty advisor \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Department \_\_\_\_\_ Telephone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail address \_\_\_\_\_

I certify that I am a full-time student at the school listed above during the period covered in the attached application. I will comply with National Space Society requirements as detailed in the guidelines. I also certify that all information contained in this application package is accurate.

Signature of student \_\_\_\_\_ Date \_\_\_\_\_