Guide to Applying for the Los Alamos Employees’ Scholarship Fund (LAESF) Recipient Undergraduate Internship Program at Los Alamos National Laboratory

Eligibility Requirements
Students who wish to participate in this internship program at the Lab must meet the following requirements:

• Be a recipient of a LAESF scholarship.
• Be at least 16 years of age at the time the internship begins.
• Be a US citizen. If you are interested in applying for an internship and are not a US Citizen, please contact the LANL Foundation Scholarship Program Manager at 505-753-8890 or scholarships@lanlfoundation.org to discuss options.
• Have and maintain a minimum cumulative GPA of 3.0 on a 4.0 scale.
• Pass a new employment drug test. The Laboratory requires successful applicants to complete a new employment drug test and maintains a substance abuse policy that includes random drug testing.
• Provide documentation of acceptance into an undergraduate program, if the student has not yet started an undergraduate program and/or enrolled in courses. This will be required later at the time hiring paperwork is completed.
• Once the student starts an undergraduate program, the student must enroll in and successfully complete a minimum of 12 undergraduate credit hours per semester.

First Step: Complete the Online Application by 11:59PM on the March 15, 2019 Deadline
1. Go to the Los Alamos National Laboratory website Careers page at https://www.lanl.gov/careers/career-options/jobs/ and select Apply now in the upper right corner
2. Enter IRC68741 in the Vacancy Name/Keywords field and click Search
3. Click on IRC68741 in the Vacancy Name column to view the job description
4. Click on the icon in the Apply Now column to bring up the Registration or Login page
5. Register for an account if it is your first time applying for a position at the Lab or Login if you already have an account.
6. Complete the online form, upload all required documents, and submit the application. NOTE: Your application will not be considered until all documents have been received.

Required Documents
To apply for the internship program, you must upload a 1) cover letter, 2) resume, and 3) current transcript in the online application. In the cover letter, indicate two or three disciplines in which you are interested in interning. For example, if your goal is to become a surgeon but you are also interested in environmental science, consider listing biology, chemistry, and environmental science as disciplines of interest in your cover letter.

Include the following information in your cover letter:

• Explain your academic and professional goals
• Two or three disciplines in which you are interested in interning
• The experiences and skills that have prepared you to successfully complete an internship including leadership, communication, or technical
**The Selection Process**
Mentors will contact prospective interns directly. Interviews may be informal phone conversations or formal in-person interviews so it is recommended you prepare for both situations. Mentors may begin contacting students in late March 2019 at the earliest.

**Prepare a list of questions in advance to ask about the internship such as:**
- Could you tell me more about the work done in your organization?
- What kinds of projects will I work on as an intern?
- What will a typical workday be like?
- Who will I be working with and how much interaction will I have with other employees?
- What days and hours will I be working? If you have a vacation planned during the summer, you need to let the prospective mentor know.

**The Hiring Process**
Students who are selected for an internship will be contacted by Cassandra Casperson regarding required paperwork and students should be prepared to complete the paper in a week or less, due to the short timeframe.

**Contact Information**
Issues with the online application should be directed to applyhelp@lanl.gov or (505)665-4444, opt. 1. All remaining questions about the internship program should be directed to Cassandra Casperson.

**Cassandra Casperson**
Internship Coordinator
Student Programs Office
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(505)667-4866