Tips for Internship Applicants

1. Proofread all documents you submit with your application. You are applying for a professional position and your application should reflect that.

2. If there is a glaring issue on your transcript or any other document submitted with your application, explain it. We don’t expect interns to have a perfect academic or work history.

3. If you’re unfamiliar with The National Archives, do a little research on the agency. Know something about who we are and what we do.

4. Read our intern website carefully. If you have a question that is not addressed, please ask.

5. Be personable. If history is your passion explain why an internship at The National Archives at Atlanta will help develop your passion. Use your application to tell us a little something about yourself that doesn’t come across in transcripts and writing samples.