

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.**