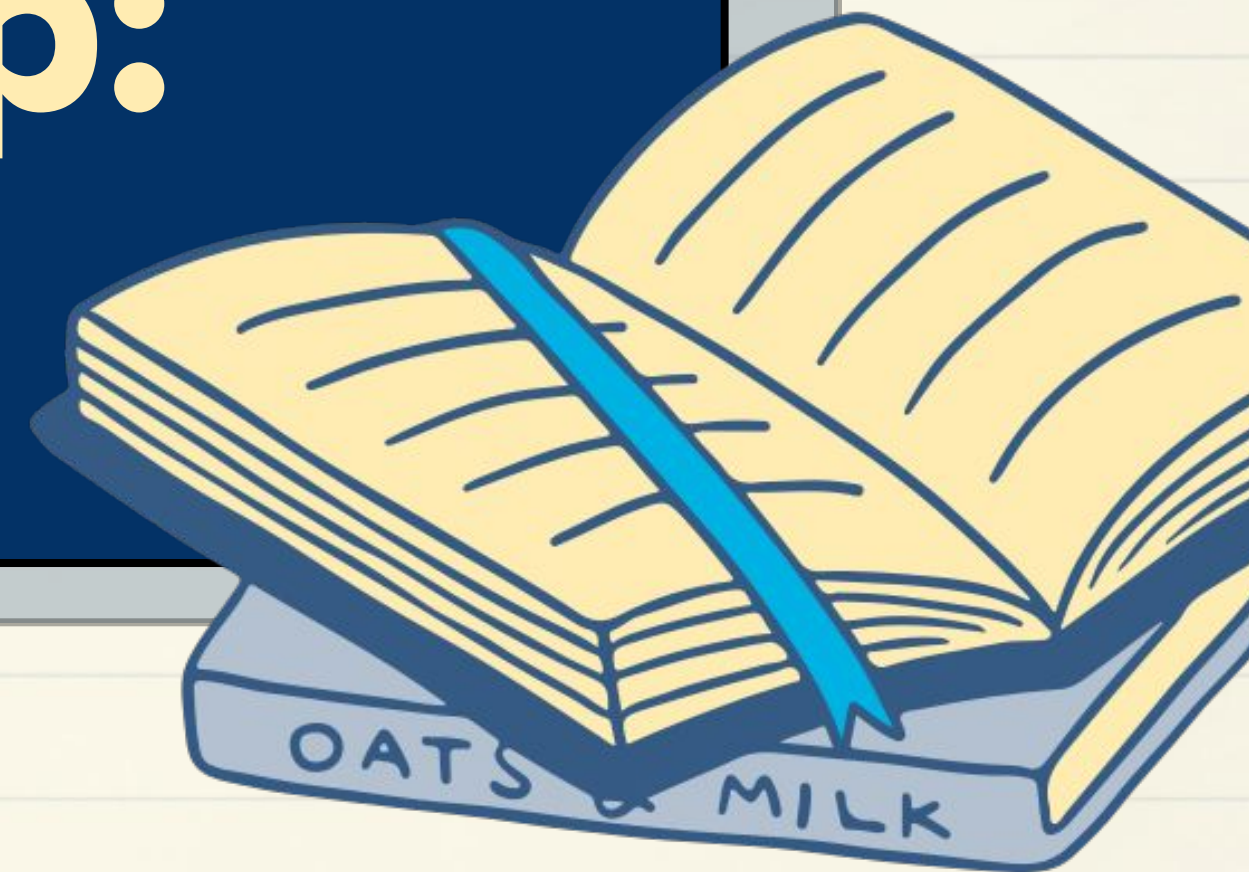




Internship Search Workshop

Steps to securing an internship:



Defining Search Goals



The SMART goals you submitted to the program will help guide you through the search process and ensure you set aside proper time to secure an internship

Setting aside time to search for an internship is an extremely important part of the process and will determine your success



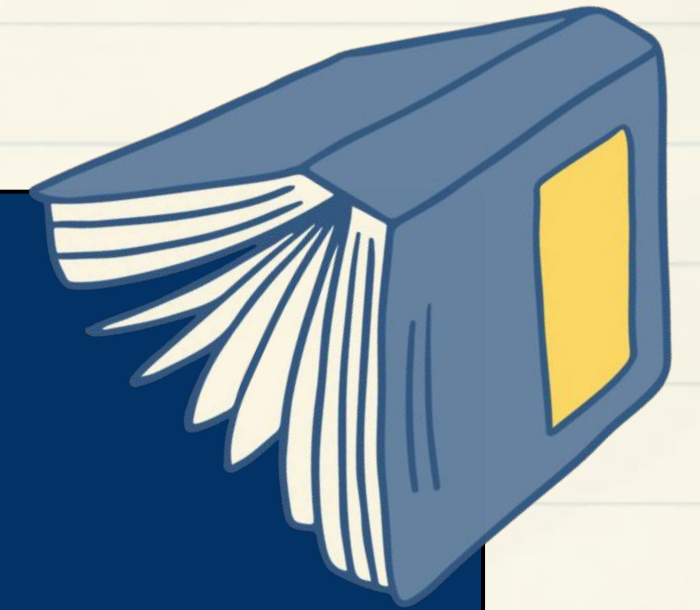
SMART Goal



Example:

“I will search for internships every Sunday from 12:00pm-3:00pm, applying for two internships per week. If I have not secured an internship halfway into the quarter, I will increase my internship search to 5 applications per week. I will work to have an internship secured three weeks before we leave for DC.”

Do's and Don'ts



- Set aside time for your search in the same way you would a regular class
- Keep and regularly update a search log
- Focus on skills you want to gain for your future career goals

- Wait to start looking
- Search too narrowly or too broadly
- Focus only on the “big names” to put on a resume

Ask Key Questions:

01

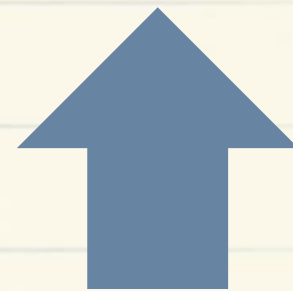
What is
your ideal
internship?

02

What career
field do you
want to enter
after
graduation?

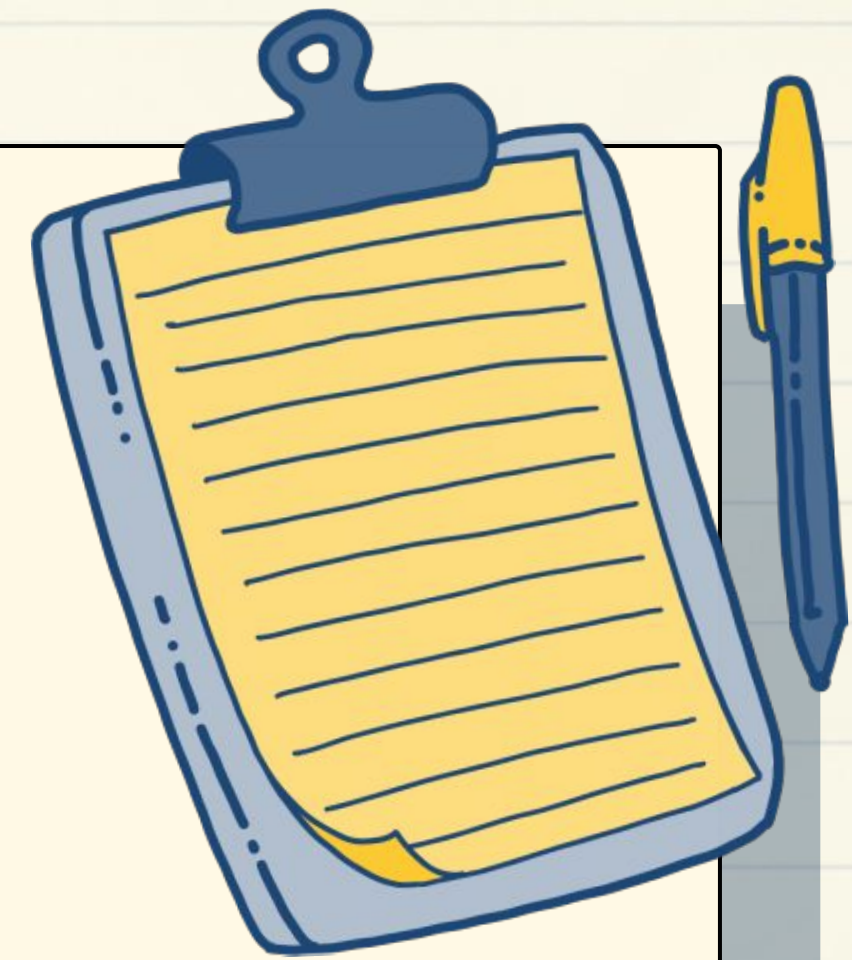
03

What do you
want to add to
your resume
to help you
achieve future
goals?





Reach Internships



It is important to apply to some reach internships, however once applied to those select few, move on and begin to apply to more obtainable internships! Here are some examples of reach internships:



- The White House
- Supreme Court
- Well-known Congress members

Ask Key Questions:

01

What is
your ideal
internship?

02

What career
field do you
want to enter
after
graduation?

03

What do you
want to add to
your resume
to help you
achieve future
goals?



Visit Our Website:



WASHINGTONPROGRAM.UCDAVIS.EDU

01

**Hover over
accepted
students**

02

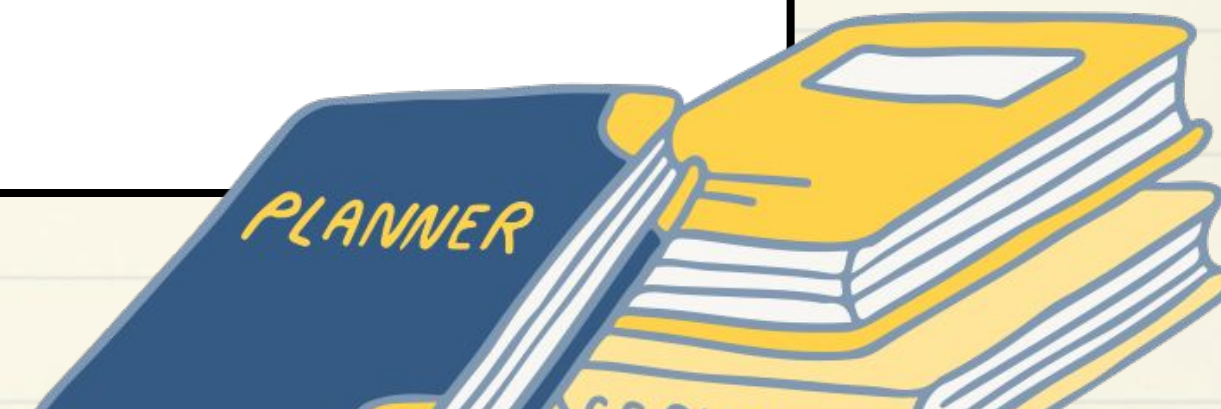
**Click on
“Internships
by Major”**

03

**Select your
desired field
of study**

04

**Scroll through
possible
internships**



Unsure what to do with your major?:



WASHINGTONPROGRAM.UCDAVIS.EDU

01

Hover over
accepted
students

02

Click on
“Internships
by Major”

03

Click
“Major/Minor
credit”

04

Click “What
can I do with
this major?”



Ask Key Questions:

01

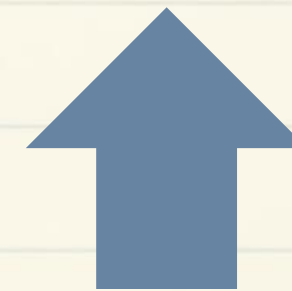
What is
your ideal
internship?

02

What career
field do you
want to enter
after
graduation?

03

What do you
want to add to
your resume
to help you
achieve future
goals?



Examples of skills & experience to add to your resume:

- Research
- Analytical skills
- Event planning
- Attending advocacy campaigns at the local and federal level





Case Study - Resume Skills

Commonly, students who want to be a lawyer want to get an internship in a law office, which is very difficult. A more realistic approach would be pursuing an internship that provides research (a common skill utilized by legal professionals).

Research Spring Internship

Solar Energy Industries Association [🔗](#) | Washington, DC 20005 | \$18 an hour

Apply now



Location

📍 Washington, DC 20005

Company Profile

The Solar Energy Industries Association (SEIA) is the national trade association for the solar and storage industry and represents **more than** 1,000 member companies and 255,000 Americans working across the United States. SEIA is leading the transformation to a clean energy economy and is creating the framework for solar to reach 30% of U.S. electricity generation by 2030. We work with our member companies and strategic partners to fight for policies that create jobs in every community and shape fair market rules that promote competition and the growth of reliable, low-cost solar power.

SEIA does this by supporting pro-solar policies at the state and federal levels, developing cutting-edge market research, hosting educational events and webinars, and serving as the voice of the solar and storage industry.

SEIA employees are passionate, forward-thinking leaders who start every day knowing that their work makes a difference. SEIA values diversity and fosters an inclusive, lively company culture that celebrates team success. The association has earned numerous awards for its work and company culture and was named by the Washington Post as a 2023 Top Workplace and a Best Nonprofit to Work For by the Nonprofit Times.

Internship Description:

SEIA is looking for a fall intern to work on a **variety of high-priority research projects** focused on the U.S. solar industry. The intern will work as a member of the Research Department, which supports SEIA's advocacy mission by providing other departments with accurate data and analysis on the major opportunities and challenges facing the U.S. solar industry. Ongoing and past research activities include SEIA's Major Projects List, Solar Means Business, analysis of the Inflation Reduction Act, and the SEIA/Wood Mackenzie U.S. Solar Market Insight report series.

Responsibilities include but are not limited to:

- Solar industry and energy policy research
- **Data collection and analysis**
- Database maintenance and cleaning
- Creation of data visualizations
- **Professional writing for fact sheets, reports, web content, and other materials as needed**



Case Study - Resume Skills

Students interested in medical school often look for a research-based internship, which can be difficult to find. Referring to the example, working for a health organization doing advocacy and marketing can also be extremely beneficial for a potential medical student's resume.

Marketing and Business Development Intern

Momentum Health Development Corp. [📍](#) | 1802 Belmont Road NW, Washington, DC 20009

\$17.20 - \$20.71 an hour

Apply now



At Momentum Health,

we strive for greatness while supporting change in our community. As an **emerging nonprofit**, our impactful change leverages dynamic resources **addressing Hunger, Homelessness, and HIV.**

We are looking to grow and invest in a talented candidate willing to change the world while leading the momentum. An ideal candidate would show experience through their resume and ambition to **grow in the Healthcare Technology field.** The 1-year internship is a paid opportunity with solid potential for permanent hire and benefits at the end of the training period.

Due to the dynamic work environment, the position is remote-hybrid, with an expected 20-25 hours a week at a negotiated schedule. Preferred candidates would have recently achieved 90 Credit College Hours (Junior or higher), Graduated with a bachelor's degree or higher, or a workforce development candidate with two or more years of experience. All degrees, Persons, Disabilities, and Accommodations are encouraged to apply.

Job Type: Internship

Pay: \$17.20 - \$20.71 per hour

Benefits:

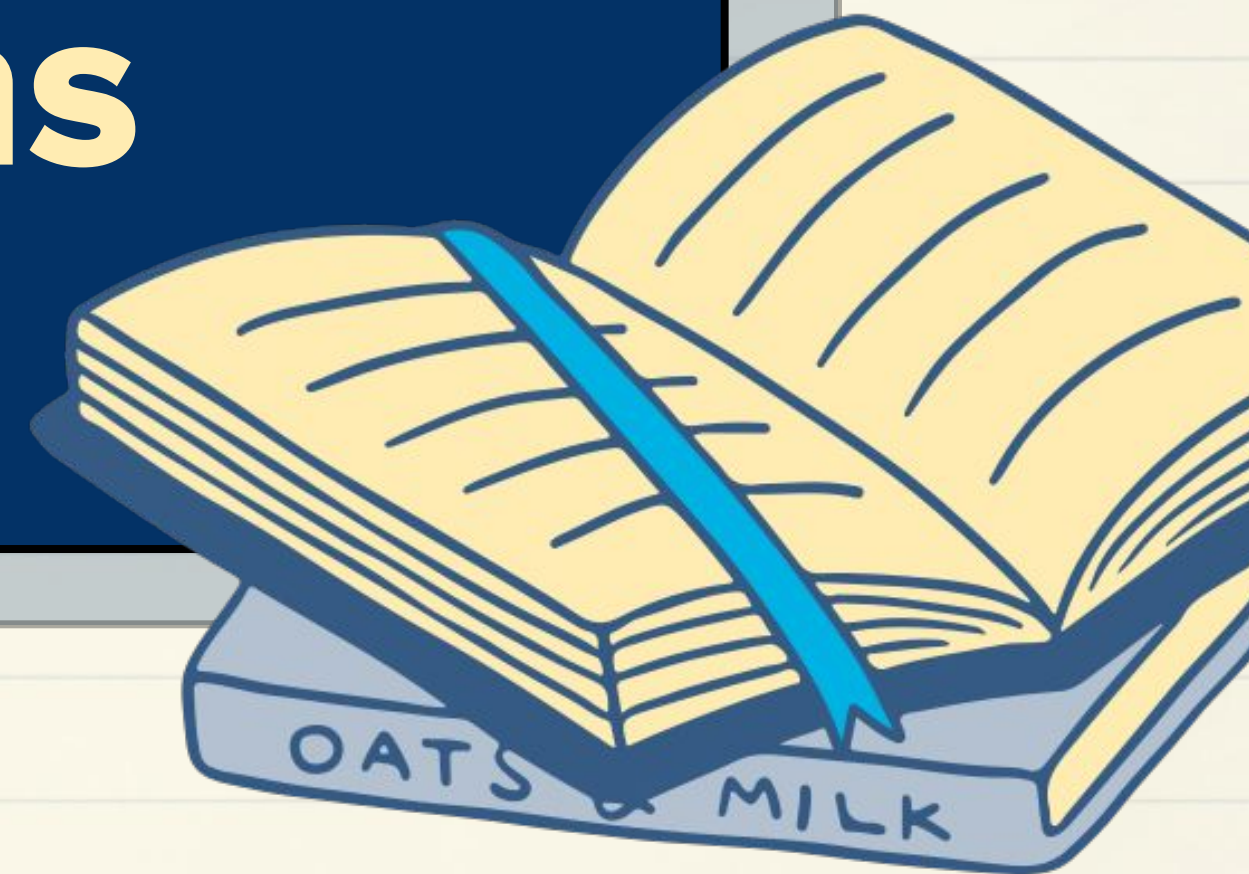
- 401(k)
- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off
- Professional development assistance
- Vision insurance

Schedule:

- 4 hour shift
- Monday to Friday
- Weekends as needed



Internship Search: Important Considerations



Quick Search Tips:

01

**Location
(D.C.)**

02

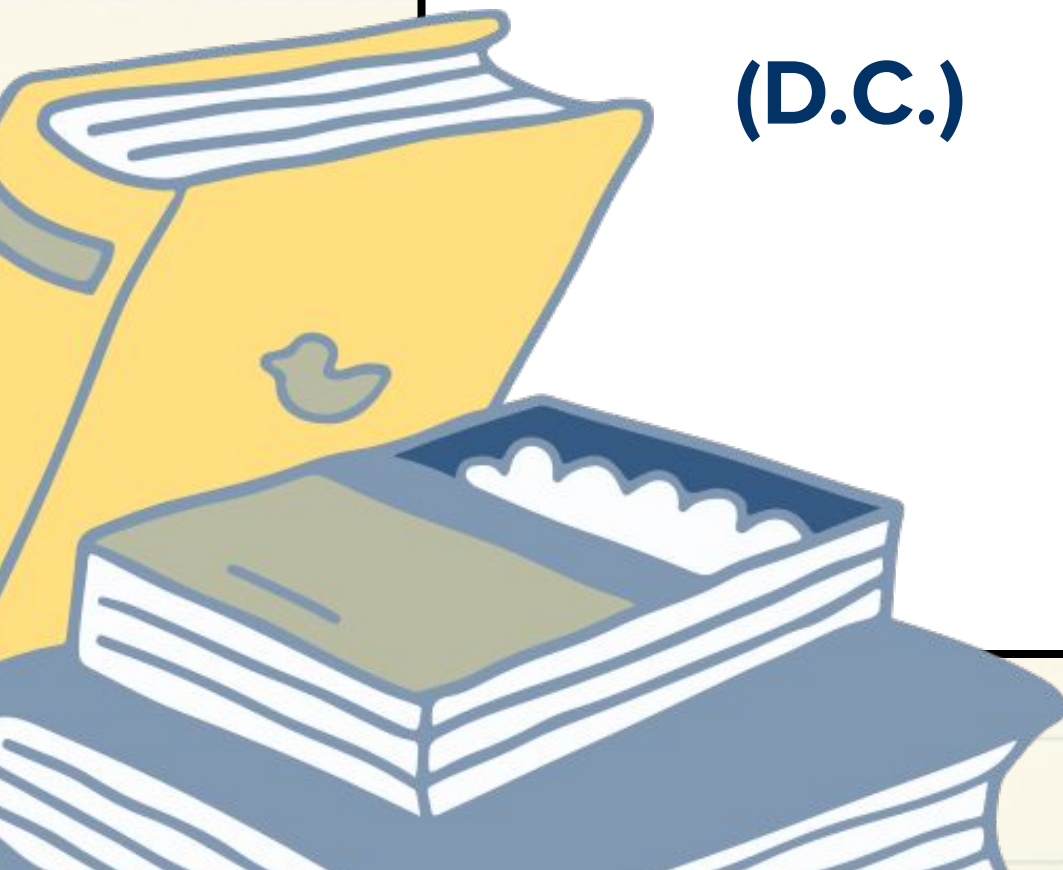
**Important
time frames**

03

**Minimum
qualifications**

04

**Position
legitimacy**





Internship Listing Ex. 1

First things to look for:

- Location
- Important Time Frames (Deadline & internship timeline)
- Minimum Qualifications (i.e. undergrad, special skills, etc.)
- Legitimacy of the position

Internship

Control Point Group - Washington, DC 20003 (Capitol Hill area)

\$15 an hour - Internship

[Apply Now](#)



Control Point Group is a minority-owned, Democratic political consulting firm that works with candidates, caucuses, and progressive causes with digital, direct mail, and paid phones. More info can be found at controlpointgroup.com.

CPG is seeking a self-starter undergraduate or graduate student intern to support the mission and advance its initiatives for a period of six months, approximately 25 hours/month. Potential college credit opportunity depending upon requirements.

Duties include but are not limited to:

- Social media strategy collaboration and implementation
- Content creation
- Eblast copywriting
- Event assistance
- Data updates
- Potential candidate outreach
- Potential supporter outreach
- Specific start & end dates of employment: February 2018 – May 2018
- Address of the work place: 458 New Jersey Avenue, SE, Washington, DC 20003
- Number of hours per week: 25-35
- Name of your training supervisor: Cartney McCracken
- Compensation (also state if not paid): Paid

Job Type: Internship

Salary: \$15.00 /hour

Experience:

- Politics: 1 year (Preferred)



Internship Listing Ex. 2

First things to look for:

- **Location**
- **Important Time Frames (Deadline & internship timeline)**
- **Minimum Qualifications (i.e. undergrad, special skills, etc.)**
- **Legitimacy of the position**

LEGAL INTERN SPRING SEMESTER (PAID)

The Law Offices of Manuel Rivera Esq. & Associates - Arlington, VA
Part-time, Internship

[Apply Now](#)



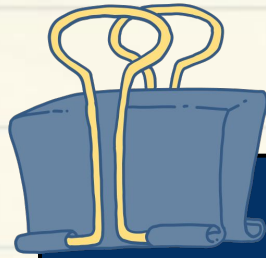
Our firm is seeking Fall Interns to assist our office with an in-house legal representation of our clients. Duties may include:

- **Casework:** Assist in the preparation of cases for our clients represented by our associate attorneys, including but not limited to: Asylum, Special Immigrant Juvenile Status petitions, DACA; assist in preparation for hearings and interviews as well as taking notes at court hearings and informal adjudicator meetings
- **Legal Screening:** Assist with the initial screening of our clients, conduct communication with clients, adult sponsors, and other agencies
- **Legal Research:** Research country conditions and psycho-social services to support casework
- **Case Management:** Update case summaries, track important court dates and deadlines, process referrals and communicate with clients
- (If applicable) Assist attorneys in interpretation at client meetings as well as USCIS interviews, perform translation assignments for a variety of documents related to client work
- **Office Administration:** Assist with various ad-hoc assignments related to managing and organizing a law firm

Qualifications and Skills

- Enrolled or graduated from an accredited Law School program
- Strong Academic Performance (3.2 GPA or above)
- Outstanding, oral, written, and active listening communication skills
- Fluency in Spanish a major plus
- Strong Administrative problem-solving and time management skills
- Highly organized and excellent attention to detail

Job Types: Part-time, Internship



Internship Listing Ex. 3

First things to look for:

- Location
- Important Time Frames (Deadline & internship timeline)
- Minimum Qualifications (i.e. undergrad, special skills, etc.)
- Legitimacy of the position

Legislative Intern

Education Trust--West - Sacramento, CA 95814 (Mansion Flats area)

\$18 - \$25 an hour - Part-time

[Apply On Company Site](#)



Qualifications

We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications described.

- Excellent written communications skills
- Excellent organizational and follow-through skills and attention to detail
- Passion for improving the educational opportunities and outcomes for low-income students and students of color coupled with a strong knowledge of social justice and equity-related issues
- Strong computer skills, including proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook)
- Prior experience on working with legislative text or in a legislative body such as Capitol Hill or a state legislature preferred

Personal Characteristics

- Analytic mindset and the desire to continually assess the education policy and legislative landscape
- Results-oriented, achievement-driven approach to projects and tasks, with a clear understanding and focus on goals
- Desire to learn from experienced team members for personal growth

Compensation

Interns will be paid \$18-\$25/hour depending on experience.



Internship Listing Ex. 4

First things to look for:

- Location
- Important Time Frames (Deadline & internship timeline)
- Minimum Qualifications (i.e. undergrad, special skills, etc.)
- Legitimacy of the position

Department of Public Works Internship Fall 19

City of Falls Church - Falls Church, VA 22046

\$15 - \$16 an hour - Part-time

Apply Now



Duties include:

- Preparing spreadsheets and graphs for engineers
- Assisting with site inspections and observations
- Performing AutoCAD work, and researching materials and manufacturer equipment
- Will also assist with report preparation and routine office tasks such as photocopying and collating drawing. May possibly include some fieldwork assisting with data gathering for various projects.
- Perform related tasks as required.

Requirements: The intern must have excellent writing, research and communication skills. The intern should also have experience with document layout and design utilizing computer programs. They must be comfortable working with the public and organizing work to meet specific deadlines. This internship is ideal for students pursuing a bachelor's or master's degree in engineering or related degree. The student must be fluent in English.

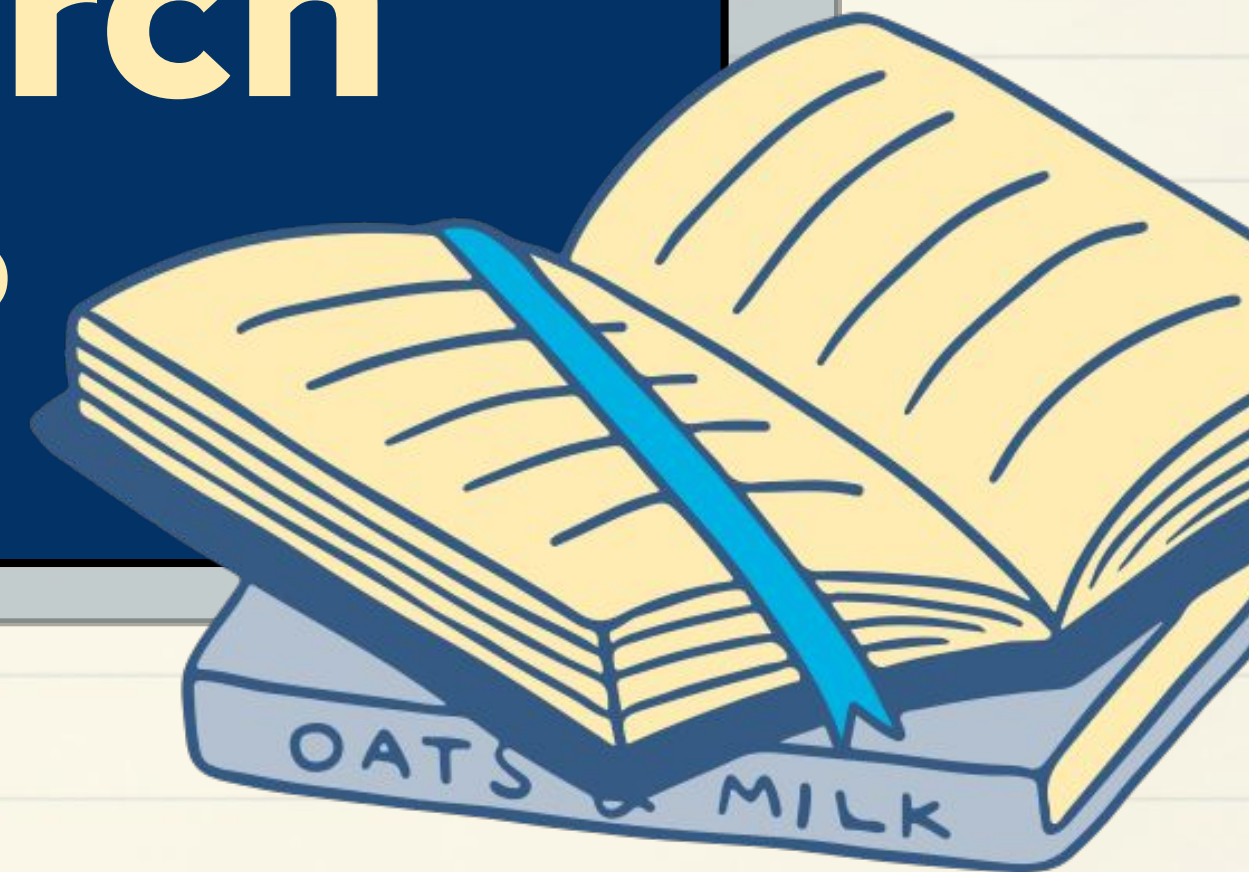
Hours: Flexible, 10-20 hours per week for a minimum of 12 weeks between September and December 2019.

Salary: This is a paid internship in the range of \$15 to \$16 an hour, temporary position, no benefits. Training opportunities will be made available. See www.fallschurchva.gov for additional information.

To Apply: Submit a cover letter and resume to the City of Falls Church, Human Resources Department, 300 Park Avenue, Falls Church, VA 22046, or via e-mail to HR.

Reasonable Accommodation: During the selection process, applicants with disabilities may request reasonable accommodation with the agreement of the Human Resources Division. Requests should be directed to the Human Resources Division. The City of Falls Church does not discriminate on the basis of race, color, national origin, gender, sexual

**Can you name
some common
internship search
databases?**



**Let's cover databases together,
then break into groups to find
internships**

Indeed



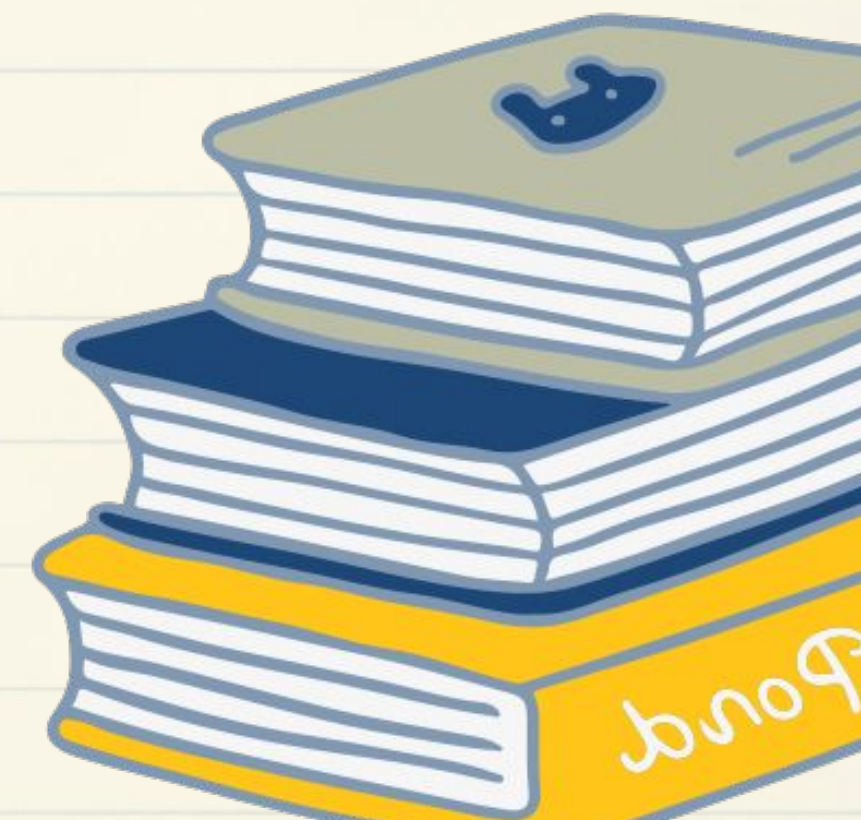
LinkedIn

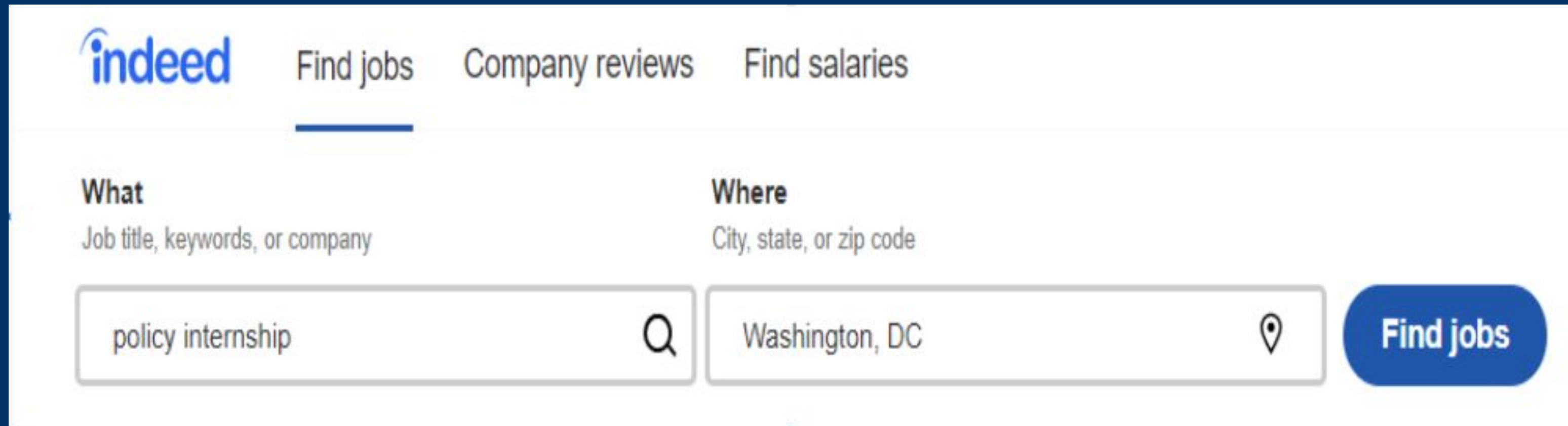


GoinGlobal



Internship Search Step-By-Step: Indeed



A screenshot of the Indeed job search interface. The header includes the Indeed logo and navigation links for 'Find jobs', 'Company reviews', and 'Find salaries'. The 'Find jobs' link is underlined. Below the header, there are two input fields: 'What' (Job title, keywords, or company) and 'Where' (City, state, or zip code). The 'What' field contains the text 'policy internship' and has a magnifying glass icon. The 'Where' field contains the text 'Washington, DC' and has a location pin icon. To the right of these fields is a blue button labeled 'Find jobs'.

- **Industry: Policy**
- **Position: Internship**
- **Where: Washington, D.C.**

Include Criteria!

Refine your internship search:

- Relevance
- Distance
- Job Type
- Location
- Experience Level

Sort by:

relevance - date

Distance:

within 10 miles

Salary Estimate

\$25,000+ (765)

\$30,000+ (612)

\$40,000+ (412)

\$50,000+ (282)

\$65,000+ (145)

Job Type

Full-time (454)

Internship (311)

Part-time (228)

Temporary (78)

Contract (10)

Commission (1)

Location

Washington, DC (639)

Arlington, VA (51)

Alexandria, VA (31)



External Site

First things to look for:

- On many internship/job listings you will be navigated to an external site to apply.
- Please ensure the organization and the listing is legitimate before navigating to the external site to apply.
- If possible, navigate to the organization's website itself and see if you can apply there

2024 Summer Internship -

Accounting (undergraduate or graduate student)

National Women's Law Center · Washington, DC · 1 week ago · 5 applicants

💼 \$17/hr · On-site · Internship

🏢 51-200 employees · Non-profit Organizations

🔍 See how you compare to 5 applicants. [Try Premium for \\$0](#)

🔧 Skills: Account Reconciliation, Journal Entries (Accounting), +8 more

Apply ↗

Save

About the job

The Position

The National Women's Law Center (NWLC) seeks an undergraduate/graduate Accounting intern for summer 2024 who is ready for an immersive, real-world experience. Under the supervision of our staff, the accounting intern can expect to participate in the processing of financial transactions, analyze actual financial data, learn more about accounting software, and assist with other accounting activities. You should be a motivated team player who can maintain efficiency and accuracy when multitasking.

To be a strong candidate for an Accounting internship, you should possess an understanding of accounting and financial principles and a positive attitude. You should be collaborative, trustworthy, receptive to feedback, and eager to learn.

This is a full-time, non-exempt paid position of 37.5 hours per week to start June 3, 2024 and end August 9, 2024. This work may be done hybrid or in-person.

Work with your group to find an internship on Indeed!

01

**Policy
Internship**

02

**Nonprofit
Internship**

03

**Education
Internship**

04

**STEM
Internship**



Internship Search Step-By-Step: LinkedIn



A screenshot of the LinkedIn search interface. The top bar contains the LinkedIn logo, a search bar with the text "nonprofit internship", a location bar with "Washington DC-Baltimore ...", and a "Search" button. Below the search bar is a row of filter buttons: "Jobs", "Date posted", "Experience level", "Salary", "Company", and "Remote". The "Experience level" button is highlighted with a red underline.

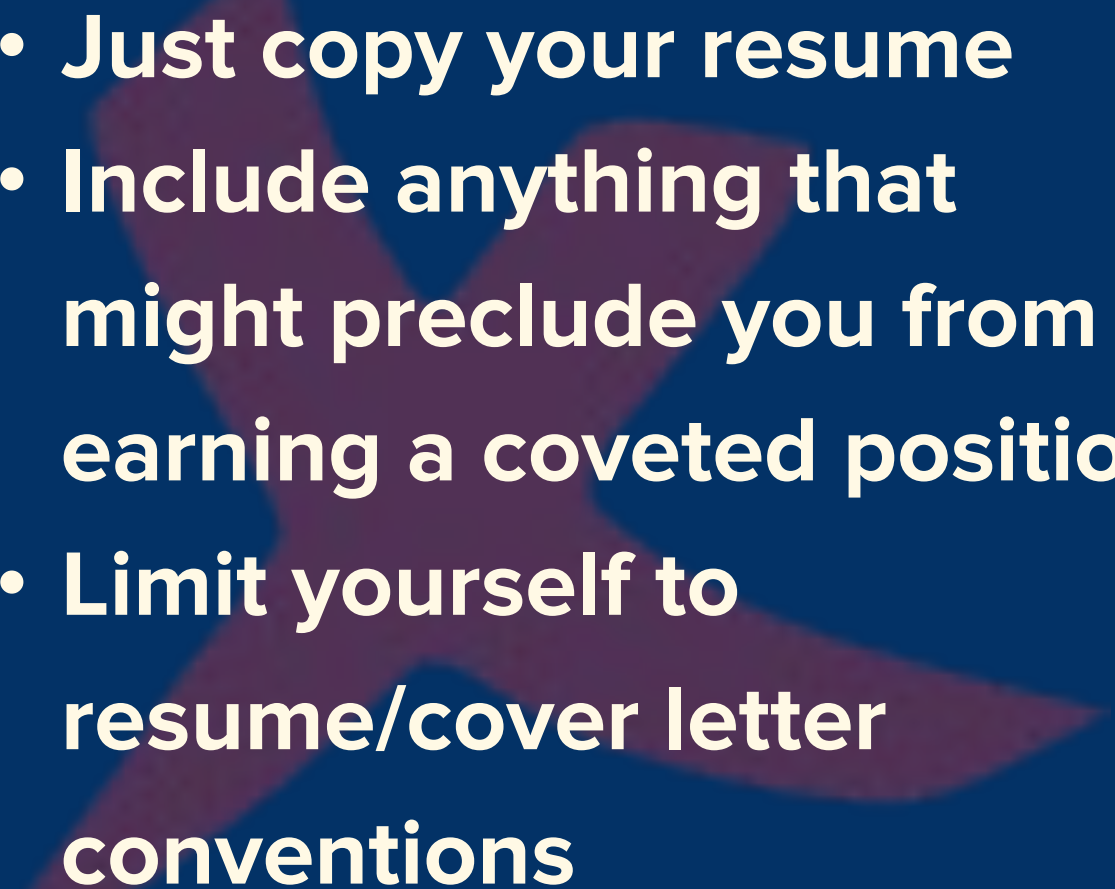
in nonprofit internship Washington DC-Baltimore ... Search

Jobs | Date posted Experience level Salary Company Remote

- **Industry: Nonprofit**
- **Position: Internship**
- **Where: Washington, D.C.**

LinkedIn Do's & Don'ts

- 
- Use it!
 - Update it!
 - Be creative!

- 
- Just copy your resume
 - Include anything that might preclude you from earning a coveted position
 - Limit yourself to resume/cover letter conventions

Work with your group to find an internship on LinkedIn!

01

**STEM
Internship**

02

**Policy
Internship**

03

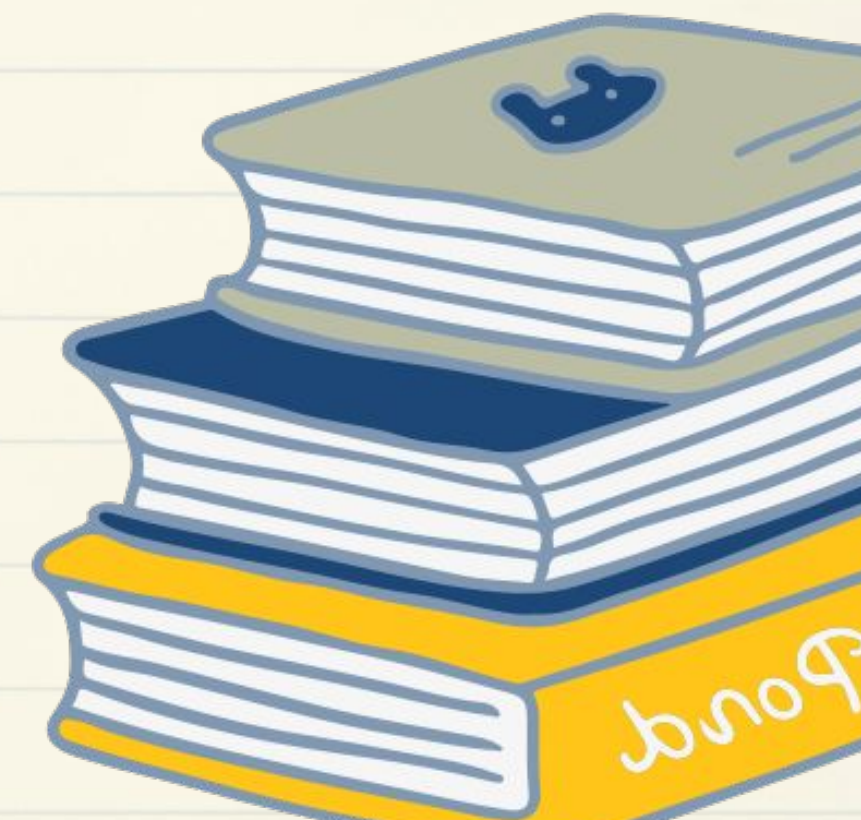
**Nonprofit
Internship**

04

**Education
Internship**



Internship Search Step-By-Step: GoinGlobal



Navigating GoinGlobal

01

Search for
“GoinGlobal
UC Davis” on
the web
browser

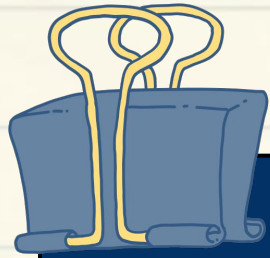
02

You will be
redirected to
Global Learning
Hub where you
can click “Log
Into GoinGlobal”

03

Then you will be
directed to login
through your
UC Davis
Kerberos





Internship Search

First things to look for:

- Navigate to “Internships” on the main page
- Ensure you select the keyword for the area of interest followed by “internship”
- Please also specify your location, “Washington, DC”

Internships

For more internship opportunities by country, check out the **Internship Programs** section under the **Finding a Job** topic area within each of our [Country Career Guides](#) (for example, click [here](#) to see this section within the Australian Country Career guide).

☒ All Internships ☐ Remote Internships

Keywords

Congressional Internship

For more results, try searching for both English and native language terms. Ex: "Architect Architekt"

Country *

United States

Location *

Washington DC

Search

Work with your group to find an internship on GoinGlobal!

01

**Education
Internship**

02

**STEM
Internship**

03

**Policy
Internship**

04

**Nonprofit
Internship**



Additional Search Methods

Symplcity

UNIVERSITY OF CALIFORNIA
WASHINGTON PROGRAM
UCDC

Glassdoor



**Congressional
Bulletin**



Symplicity

01

You will have a Symplicity account setup through UCDC

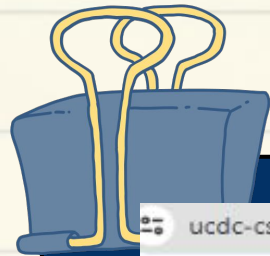
02

If this has not happened yet, please review your inbox for an email from UCDC in the coming weeks

03

Symplicity has internships curated for UCDC students specifically





ucdc-csm.simplicity.com/students/app/home



Jobs Employers Resources

KK



Internship Program

Gain experience with co-ops or internships.



Pathways

Follow our step-by-step guide in order to secure a great placement!



Job Search

Search for jobs and get personalized recommendations.



Public Profile

Showcase your academic and professional achievements.



Add a Resume

Upload a resume to get started with your job search.

People in your major are interested in



University of California O...
Washington, DC, District ...

Winter/Spring 2024: Legislative Intern

Internship
30d+ rolling



Office of Congresswoma...
Washington, DC, District ...

Fall 2023: Press Intern

Internship
30d+ rolling



Keith Watters & Associat...
Washington, DC, District ...

Spring Semester 2024: Intern

Internship
30d+ rolling



Council on Foreign Relati...
Washington, District of C...

Winter/Spring 2024: Intern (multiple positions)

Internship
30d+ rolling



Because you viewed Winter/Spring 2024: Housing Policy Intern at DC Fiscal Policy Institute (DCFPI)



Oceana
Washington, District of C...

Winter/Spring 2024: Policy Intern

Internship
30d+ rolling



National Disability Right...
Washington, District of C...

Winter/Spring 2024: Policy Intern

Internship
30d+ rolling



Council for a Strong Ame...
Washington, District of C...

Winter/ Spring 2023: Federal Policy Intern

Internship
30d+ rolling

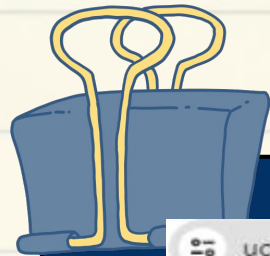


Squire Patton Boggs (US...
Washington, District of C...

Winter/ Spring 2023: Public Policy Intern

Internship
30d+ rolling





ucdc-csm.symplicity.com/students/app/jobs/search?perPage=20&page=1&sort=posteddate¤tJobId=07777609c1c3a3d805ee371b35a1797e

UNIVERSITY OF CALIFORNIA
WASHINGTON PROGRAM

UCDC

JobsEmployersResources

KK

Home / Jobs / Search

Important note: Many of UCDC's internship leads are available on a rolling basis. Therefore, disregard the application deadline indicated on the right side bar. As you prepare to apply, please follow all of the instructions included in the description. If you have any question, contact us at internship@ucdc.edu.

SearchSavedMy Job Applications

Keywords

Location

25mi

Search

All Job Listings

Preferred Interest Area

Remote/On-Site

More Filters

Create Job Alert

1-20 of 527 Internships

Date Posted

Winter/Spring 2024: Business Development Fellow

United States Hispanic Chamber of Commerce (USHCC) - Washington, DC, District of Columbia

Internship

7d

Winter/Spring 2024: Development Intern

The Education Trust - Washington, District of Columbia

Internship

7d

Winter/Spring 2024: Housing Policy Intern

DC Fiscal Policy Institute (DCFPI) - Washington, District of Columbia

Internship

7d

Winter/Spring 2024: Business Development Fellow

United States Hispanic Chamber of Commerce (USHCC)

Washington, D.C., DC

Internship

Save

Apply

Job Description

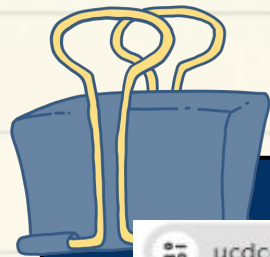
Main Website: <http://ushccconvention.com/>

About us:

The United States Hispanic Chamber of Commerce (USHCC) actively promotes the economic growth, development, and interests of more than 4.7 million Hispanic-owned businesses, that combined, contribute over \$800 billion to the American economy every year. It advocates on behalf of its network of more than 250 local chambers and business associations nationwide, and also partners with more than 260 major American corporations.

Internships:

The Business Development Fellow will assist with the development and execution of the USHCC's Legislative Summit, Energy Summit, and National Conference with a focus on corporate affairs. In addition, the Business Development Fellow will support in researching existing Hispanic-owned businesses and corporations for USHCC membership. This assistance encompasses coordinating with all USHCC team members on diverse projects, profiles, proposals, and administrative support. The immediate needs of the Business Development Department will determine the specific day, to



ucdc-csm.symplicity.com/students/app/jobs/search?perPage=20&page=1&sort=!kwmatch&keywords=policy%2520internship&location_keywords=Washington%252C%2520DC%252C%2520USA&location_keywords_value=discovery%253...



Jobs Employers Resources

KK

Home / Jobs / Search

Important note: Many of UCDC's internship leads are available on a rolling basis. Therefore, disregard the application deadline indicated on the right side bar.
As you prepare to apply, please follow all of the instructions included in the description. If you have any question, contact us at internship@ucdc.edu.

Search Saved My Job Applications

policy internship



Washington, DC, USA



25mi

Search

All Job Listings

Preferred Interest Area

Remote/On-Site

More Filters

Create Job Alert



1-20 of 523 Internships

Relevance

Winter/Spring 2024: Housing Policy Intern



DC Fiscal Policy Institute (DCFPI) - Washington, District of Columbia

Internship

7d

Summer 2023: Policy and Legislation Intern



EarthJustice, Policy and Legislation - Washington, District of Columbia

Internship

30d+

Winter/ Spring 2023: S&T Policy Intern



Potomac Institute for Policy Studies, International Center for Terrorism Studies (ICTS) - Arlington, Virginia

Internship

30d+



Winter/Spring 2024: Housing Policy Intern

DC Fiscal Policy Institute (DCFPI)

Washington, DC

Internship

Save

Apply

Job Description

Main website: <https://www.dcfpi.org>

About us:

The DC Fiscal Policy Institute promotes DC budget and policy decisions to reduce DC's longstanding economic and racial inequities and to give all residents the opportunity for a secure economic future. With a proven track record of successfully advocating for the fundamentals that everyone in our city deserves, DCFPI is the leading independent source of information on the DC budget and how the city's resources are spent. Whether it's testifying before the DC Council, bringing diverse advocacy groups together, or conducting thorough, independent research, we work to tell the story of what's really happening in DC's economy.

Internships:

The DC Fiscal Policy Institute (DCFPI) seeks a Housing Policy Intern to support the organization's research and advocacy on affordable housing policies in the District of Columbia, with a focus on ending displacement in DC, improving support for the Tenant Opportunity to Purchase Act (TOPA),



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Important note: Many of UCDC's internship leads are available on a rolling basis. Therefore, disregard the application deadline indicated on the right side bar. As you prepare to apply, please follow all of the instructions included in the description. If you have any question, contact us at internship@ucdc.edu.

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policy internship

All Job Listings Preferred Internships

1-20 of 523 Internships

Winter/Spring 2024: Housing Policy Internship

DC Fiscal Policy Institute (DCFPI) - District of Columbia
Internship

Summer 2023: Policy and Legislation Internship

EarthJustice, Policy and Legislation - Washington, District of Columbia
Internship 30d+

Winter/ Spring 2023: S&T Policy Intern

Potomac Institute for Policy Studies, International Center for Terrorism Studies (ICTS) - Arlington, Virginia
Internship 30d+

How to Apply

Please submit a cover letter and resume to Eliana Golding at egolding@dcfpi.org. Applications will be considered on a rolling basis.

In your cover letter, please tell us why you want to work at DCFPI and be specific about why you're interested in the Housing Policy Internship. Applicants should tie any seemingly unrelated work experience learnings that might support your success in this role. DCFPI also encourages applicants to draw from their lived or personal experience to explain why you want to work on policies that intentionally lift up and protect DC's Black and brown communities.

The email subject line should be "Housing Policy Intern" and application letter and resume file names should be `lastname.coverletter.intern` and `lastname.resume.intern`.

The DC Fiscal Policy Institute promotes DC budget and policy decisions to reduce DC's longstanding economic and racial inequities and to give all residents the opportunity for a secure economic future. With a proven track record of successfully advocating for the fundamentals that everyone in our city deserves, DCFPI is the leading independent source of information on the DC budget and how the city's resources are spent. Whether it's testifying before the DC Council, bringing diverse advocacy groups together, or conducting thorough, independent research, we work to tell the story of what's really happening in DC's economy.

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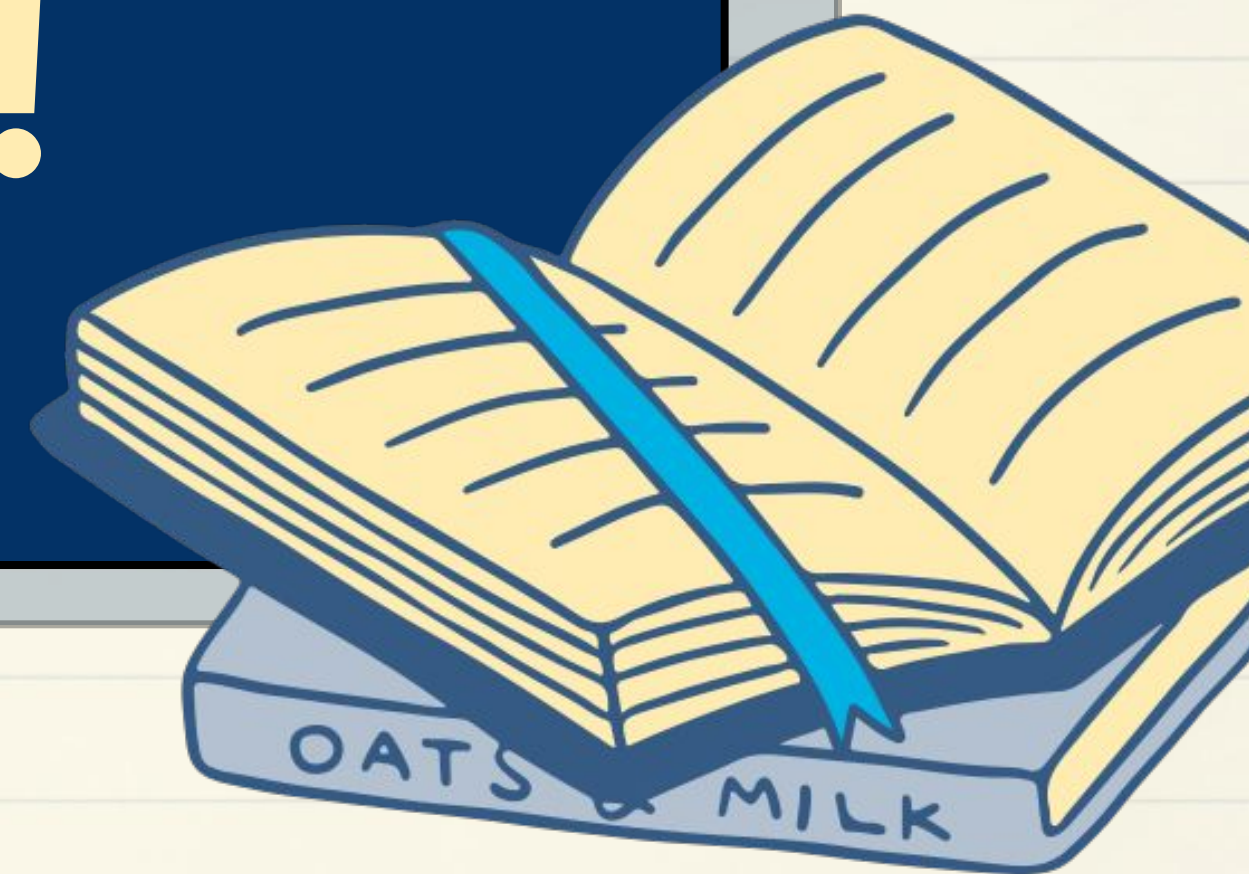


03

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Submitting Applications

- Files **MUST** be in PDF format (Unless otherwise stated)
- Follow a consistent file-naming convention
 - Doe, Jane - Resume and Doe, Jane - Cover Letter
- If you're submitting via email:
 - Your subject line should include your name and internship position
 - Keep the body of your email short
 - Include a signature line:
 - Jane Doe
 - University of California, Davis
 - B.A. Psychology
 - (555) 555-5555





Where you can find us:

**The Grove Room 1350
washingtonprogram@ucdavis.edu
(530) - 752 - 9095**

