

INTERNS & LEARN

AMERICAN
UNIVERSITY

2021-2022 EDITION

HOW TO LAND AN
INTERNSHIP

RESUME & COVER
LETTER WRITING

MASTER THE
INTERVIEW

DRESS FOR
SUCCESS

HERE >>
CAREER
in Washington, DC



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Internship Guide 2020/2021 Edition

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PREPARING FOR THE INTERNSHIP

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Dear Student:

Welcome to American University and the beginning of your learning adventure in Washington, DC. Since 1947, the Washington Semester Program has propelled students like you, from across the nation and around the world, into substantive internships in the Washington, DC, area. Interactive seminars complement student internships in our hands-on education programs.

Our students echo a common refrain at the end of the semester in evaluations and in comments. Students often reflect, “I learned more this semester than any other semester in my college career!” At American University's Internship Programs, each student learns experientially in the classroom that is DC. This guide will help you find your path along the way.

Both your internship search and experience will sharpen the skills you need for a 21st century career. The internship will position you in a professional environment and expand your network. Over the course of the semester, you will gain confidence managing professional responsibilities, first while searching, then interviewing for positions, and honing your interpersonal communication skills. All of us at American look forward to supporting you as you intern and learn.

Sincerely,
Amy Morrill Bijeau
Director of Experiential Education
American University

5 STEPS TO INTERN & LEARN

Pre-AU Arrival

1

- Attend virtual advising sessions
- Explore the Internship Web and network
- Prepare a resume and cover letter
- Start applying for internships early, if you know exactly what you want

2

Apply early for federal agency and competitive internships

- Attend Internship Fair (fall/spring) to meet hiring organizations
- Apply to internships & set-up interviews
- Talk to your professor before accepting an internship to help secure the optimal fit

3

- Confirm an internship position (seek approval from your internship professor)
- Complete the Experiential Learning Form (outline the main projects to complete during the semester)

Actively follow-up on priority internship applications

4

Refine your professional skills and develop your network

- Complete your internship and academic requirements

5

Final Week

- Internship employers submit evaluations
- Students evaluate internships
- Faculty submits grades to Registrar



SELF-REFLECTION & THE SEARCH

Before you dive headfirst into the internship search, engage in self-reflection.

- › Where does your passion lie?
- › What are your skills, interests, and abilities?
- › What is your professional dream?

Also, ask yourself these questions:

- › What courses and topics spark your interest?
- › What social causes and activities make you happy?
- › What talents and skills come naturally to you?
- › What adjectives would your friends use to describe your personality?
- › What can you see yourself doing in three years?

Exploration Tool: Career Finder

Identify exercises to help you engage in self-reflection. Use your home school career center, your local library, and/or online tools for self-exploration. In the Internship Web, see Intern Resources then Career Finder, an online career exploration tool that uses keyword searches and an interest profiler to help you find your path to the right career. Career Finder

builds on resources provided by the U.S. Department of Labor and utilizes My Next Move, www.mynextmove.org, a reliable source of occupational information.

Career Building and Networking

In Washington, DC you have unparalleled access to internships. These opportunities enable you to enrich your education with high-impact experiences

and to apply classroom lessons in professional settings. Internships polish your job search skills and professional abilities.

Fifty percent of the time, interns report that their professional experiences affirm their career aspirations. However, learning what you dislike in a position, organization, or field is equally valuable. So too is developing new skills, expanding your list of achievements, and building relationships with professionals.

The more internship experience you have, the more qualified you will find yourself for future career options. Therefore, your internship will help you explore a wide variety of opportunities and launch you into your career.

Internship supervisors offer students challenging assignments as well as valuable industry and organizational insights. If you excel in your position, you can expect to walk away with tangible work samples, positive recommendations, and refined interpersonal skills. Perhaps you may even receive a job offer

at the conclusion of your internship.

Online Identity: Preparing for the Search Virtually

As you prepare for the search, manage your online image to promote your professionalism and communications savvy. Use Facebook and LinkedIn, as well as other relevant sites to promote your social networking skills. Always stay aware of what employers might find. Edit your online profiles and ask yourself, “Would I feel comfortable seeing this photo or story in my local newspaper?”

Some career advisors say the LinkedIn profile is your online business card, resume and letter of recommendation all in one. Include social media on your resume when it highlights your professional self. Do not include it if your social networking profile is not relevant to the internship.

Networking is not just about who you know; it’s about who knows you. If you use social media to your advantage, you will have a leg up on an internship.

THE APPLICATION PROCESS

1. Reflect & Research

Before the semester begins, reflect on your interests and needs. Consider your passion. What type of experience gets you excited? What matches your long term career goals? If you are certain about your ideal internship (unlike most students), apply early. For federal internships that may require a security clearance, begin your search months before the start of the semester. Many students choose to start applying to internships 3 weeks before the semester begins. Rest assured that students also arrive in Washington without an internship in place. Internship search support is actively available to you in Washington, DC.

3. Follow-up Inquiry

Internship sites often receive a huge volume of applications. Expect a delay in response; perhaps more than a week or two after you apply. Also, note that internship sites frequently do not reply to emails from applicants who may not be considered. You may follow up your inquiry with an e-mail or telephone call when you arrive in Washington, DC (unless the internship application directs you otherwise). Check to be sure that the person you emailed is still in position. Take the initiative to selectively “cold call” organizations that excite you the most. The internship search requires significant effort and research, managing that process in an organized way serves as a beneficial lesson.

2. Contact Sites

You will email your cover letter and resume to apply to most internships that interest you. In some cases, internship sites request interns to apply via an online form/application. Let potential employers know that you are in American University, interested in interning at their organization, and would like to arrange an interview during the first week of your semester. Commit to an internship only if your internship professor approves of the position. (Most professors approve positions, assuming the work meets the standards of learning outcomes.)

PREPARE DOCUMENTS

Application Documents

Most internship sites require a one-page resume and a cover letter to apply. Many students have had little or no past professional experience. Rest assured that internships are available for students of all backgrounds. If you have limited professional experience, focus on your positive attributes. For example, highlight your skills as a hard worker, dependable assistant, and your interest in the organization’s work.

Quality

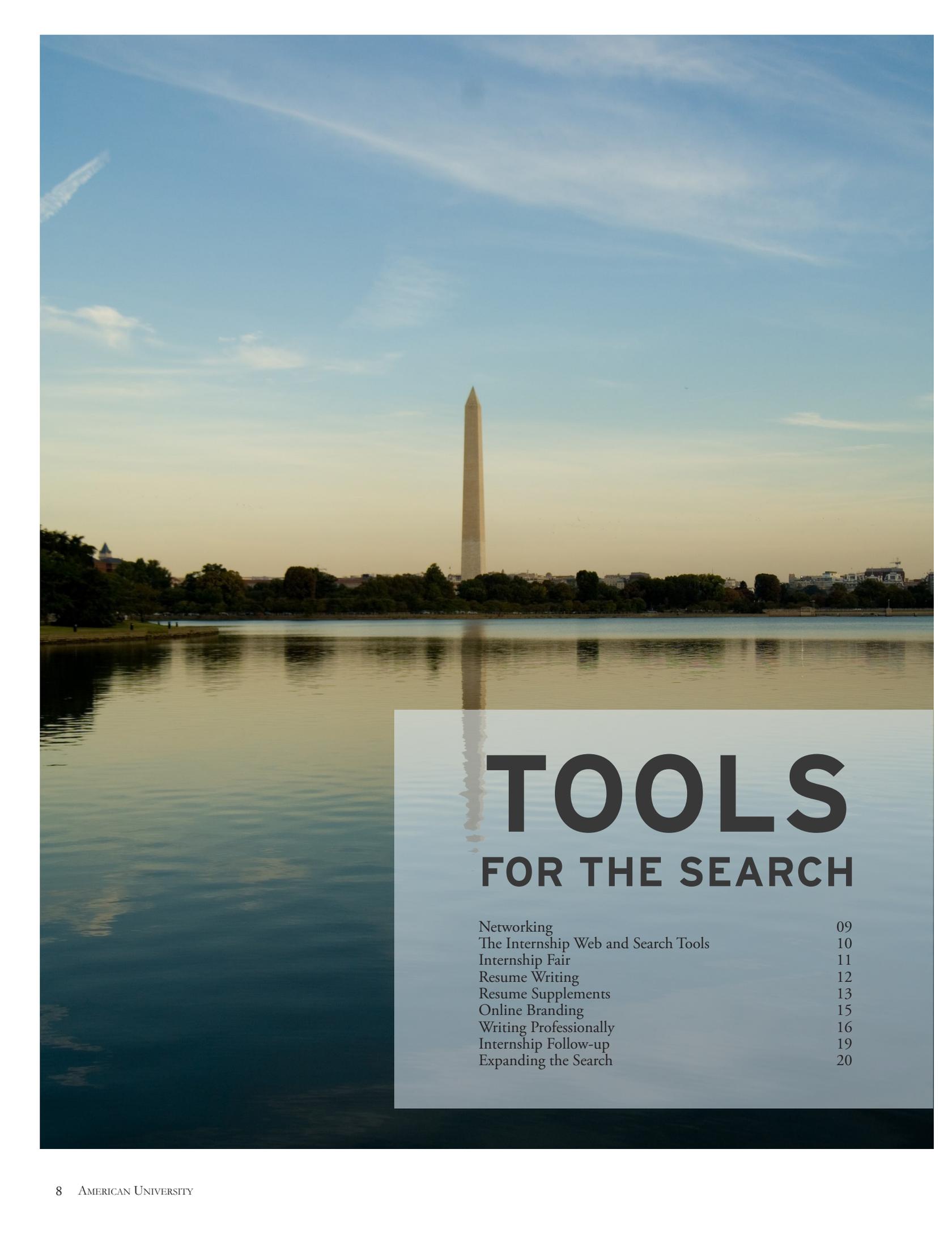
When printing resumes to present to internship sites in person, use clean, conservatively colored, high-quality, American sized resume (8.5x11”) paper. In hard copy, the paper and font must match the resume.

Length

Keep your resume and cover letter to one page each (unless you have an unusually extensive background). If you must go over one page, write on only one side of the paper.

Most internship supervisors require a personalized cover letter and resume to apply





TOOLS FOR THE SEARCH

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NETWORKING

The internship search provides opportunities to develop your career building skills. You will learn to network. Reach out to professionals in a variety of ways. Networking involves making connections and maintaining relationships with people who support you throughout each phase of your career. Your network of contacts may help you to choose the right career, find rewarding opportunities, develop your skills, and achieve your goals.

Networking may seem daunting at first, but start now by following these natural steps:

- Make your passions and goals known to peers, relatives, and professors and ask for guidance or referrals; tell them you will intern in Washington, DC.
- Research your area of interest online, via the Internship Web and beyond. Frequent relevant web sites and identify contacts working in your chosen field.
- Connect with alumni of your home school and AU through social and professional networking sites including Facebook and LinkedIn.
- Put yourself out there. Meet new people at events on campus and throughout D.C. Attend receptions.
- Make yourself known by actively participating in on-campus organizations and professional associations related to your field.
- Build relationships and gain relevant experience by volunteering with organizations that match your passions and career goals.
- Arrange informational interviews with professionals in your field and ask about what they do, how they got there and what advice they have.
- Stay in touch with former supervisors and colleagues.



7 Pro-tips

1. Prepare an "elevator speech." When introducing yourself, be prepared to share your academic and professional achievements and intended goals within 30 to 60 seconds.
2. Act with confidence even if you feel shy or intimidated (take a deep breath!), and speak passionately about your interests and accomplishments.
3. Communicate in a warm and sincere way. Learn people's names, make eye contact, and listen intently.
4. Follow through with referrals, and always thank your contacts in writing for their time and assistance.
5. Look for ways that you and your contacts can help each other, and build a reputation of being a resource for others.
6. Create a system for tracking contact information and notes.
7. Manage your "online image" and be cautious about what employers might find.

*Networking advice shared by AU Career Center advisors and School of Communication Professor Chris Palmer

Create Business Cards

Make business cards to hand out while you are networking in Washington, DC. Provide your name, email, mobile phone, online information (such as a portfolio or LinkedIn account), address, degree, major, graduation date and other relevant information on your card. In addition, you may choose to reference your home school as well as your semester at AU.

Business cards may be printed at many locations, for example:

- www.vistaprint.com
- www.moo.com
- AU/UPS store on main campus
- FedEx, Staples, Office Depot

You can also design and print them yourself on www.canva.com. Make sure your cards look absolutely professional!

Here is a sample business card:

| | |
|---|----------------------|
| Your Name | |
| Your Major | |
| Your Institution, Degree, and Graduation date | |
| Your Address | Your Email |
| City, State Zip | Web Site or LinkedIn |
| Your Telephone Number | Skype Name |

THE INTERNSHIP WEB & SEARCH TOOLS

The Internship Web is your key to finding the optimal internship, by emailing, calling, and corresponding with internship sites. While we manage Internship Web updates throughout the year, the most significant review occurs annually, during the summer. Due to the nature of internship supervisors' constant turnover in Washington, DC, a number of internship contacts may be outdated on any given day. When an email bounces back or a telephone number fails to connect, research extensively in order to find a responsive contact on your own. Google the organization and search the web site for a possible internship description. Call the receptionist or any employee at the organization and introduce yourself.

Ask for an internship at the desired organization. Expand your creative research skills to identify an internship in the Internship Web and beyond. Cold call internship sites where you have no contacts. Internship searching may present challenges but it also yields opportunities. Your internship hunting skills help to build your career search skills and confidence.

The Internship Web

Strengths

- + Provides a starting point
- + Maintains information for recent and commonly held internship positions
- + Links to evaluations of internship sites from alums
- + Lists the organizations attending the Fair, approximately one week before the start of classes
- + Supports internship and job search skill development

Limitations

- May contain outdated contact information and thereby require users to research current contacts independently
- Lists are limited in non-traditional areas
- Does not always reflect up-to-date internship availability and requires your networking
- Listings do not connote automatic approval from the internship professor

Accessing the Internship Web

You gain access to the Internship Web when you receive a welcome email. Your username is your AU email. Set your password after you get an email from americanuspex@csm.symplicity.com.

If you forget your password, simply click “need password” on the landing page here <https://internandlearn-csm.symplicity.com/students/> Login problems? Email morrill@american.edu.

Start your internship search here:
<https://internandlearn-csm.symplicity.com/students>

Use the Internship Web extensively in your search. It serves as the hub of internship information. See this site: <https://internandlearn-csm.symplicity.com/students>

1. Click Intern & Learn
2. Click >>> Internships+
3. Use a keyword to narrow your search

Learn how to use the Internship Web in our weekly internship advising sessions. For example, you may see how to load your resume book. Check your email to see the details on those meetings. Each online internship advising session will start with a 5-10 minute presentation about internship searching. Then, students can ask questions about internships.

Internship Search Hacks

1. Quickly scan through the long lists with "Ctrl" or "Command" "F" and keywords.
2. Email your resume and cover letter to sites that meet your area of interest. Compose one general cover letter and a resume for your upcoming internship. Personalize the cover letter in precise ways.
3. If you are unsure about the best way to apply, then conduct self-directed research. Go to the organization's web site. Look at the careers, jobs, or internships link. Identify email addresses for contacts in the organizations that interest you.



THE INTERNSHIP FAIR

Fall and Spring students participate in the Internship Fair. This networking event, similar to a career fair, gives students an opportunity to meet face-to-face or virtually with internship supervisors representing approximately 25-50 organizations.

Prepare for the Internship Fair, where many students land

Plan your strategy

Come to the Fair dressed professionally. Wear a suit if you have one. For in-person fairs, bring 10 or more resumes on high-quality resume paper. Check the Internship Web the week before classes to see the list of internship organizations attending. Practice your elevator speech (brief introduction of yourself).

Consider the options

Take the time to carefully consider each organization. The titles of the organizations do not always reveal the focus of the internships. See the Internship Web and do other research to gain complete information. Give yourself a chance to become familiar with a variety of the different internship opportunities available. A “bigger” name does not always lead to a “better” internship.

Introduce yourself

Be prepared to answer: “Tell me a little bit about yourself.” Ask questions to get acquainted, make eye contact and smile, give a firm, professional handshake.

Describe what you want from an internship

Be prepared to tell the organizational representative what you expect from the internship, do not make assumptions and communicate with the organization.

Follow-up with applications

Write a thank you note, send an email, or make a phone call. If you do not see your ideal internship at the Fair, widen the type of possible internships you may consider. Reflect on the broad skills that you will build in your internship.



RESUME WRITING

Your resume is your personal marketing tool to help you secure an internship. Tailor it to fit your individual needs and those of the organization to which you are applying. Honestly represent your experiences using expressive language to present your current and past responsibilities and the results you have achieved. Don't just tell, show your employer what you know.

Orient your resume around results and skills. Edit carefully. Even a single misspelling or error on your resume or cover letter can imply that you are careless and cut you out of an interview. Try reading your correspondence from the end to the top to catch errors you otherwise may not have noticed. *Also, avoid using "I" in your resume.*

Describe Your Experiences

Your experience section should highlight your accomplishments on the job and the skills you used. Do not be concerned if you have minimal professional history. Realize that everyone has to start somewhere. Employers consider experience, paid or unpaid, formal or informal.

Highlight Your Unique Self

Show the employer the unique experiences and abilities that make you distinctive. For example, students with an international background may highlight their language skills and knowledge of foreign cultures; athletes may mention their sports activities.

Use "PAR" Statements

An effective resume uses dynamic language tailored to the position. Quantify your experience to convey the size or scale of projects,

budgets, and results. Using action verbs, describe your accomplishments with "Projects, Actions and Results" (PAR) statements.

See this example of a resume statement revision using PAR:

CSIS student interning at the IT help desk at a small computer software company.

(Project) To identify common problems experienced by customers
 (Action) Collaborated in a team of three to develop a software tracking system using Facebook
 (Result) Decreased the time for customer complaint resolution by 30%

Collaborated in a team of three to develop a software tracking system using Facebook. Identified common problems experienced by customers, decreasing the time for customer complaint resolution by 30%.

ACTION VERBS

Transform passive descriptions into strategic phrases

| | | |
|---------------|--------------|--------------|
| accomplished | determined | monitored |
| achieved | developed | motivated |
| acquired | devised | negotiated |
| acted | directed | observed |
| administrated | discovered | operated |
| advertised | distributed | organized |
| advised | drafted | oversaw |
| advocated | edited | participated |
| aided | educated | performed |
| analyzed | elected | persuaded |
| anticipated | engaged | planned |
| appointed | engineered | prepared |
| appraised | enlisted | processed |
| arbitrated | established | produced |
| arranged | evaluated | programmed |
| assembled | executed | projected |
| assessed | facilitated | promoted |
| assisted | familiarized | publicized |
| attained | financed | published |
| authorized | fostered | purchased |
| bolstered | founded | qualified |
| briefed | grew | raised |
| broke | guided | recommended |
| built | handled | reconciled |
| chaired | hired | recorded |
| classified | implemented | recruited |
| collected | improved | rectified |
| communicated | incited | reduced |
| completed | incorporated | reported |
| conducted | increased | researched |
| constructed | influenced | resolved |
| consulted | informed | reviewed |
| contracted | initiated | revised |
| controlled | inspected | selected |
| coordinated | installed | sold |
| counseled | instructed | strengthened |
| crafted | integrated | studied |
| created | interviewed | summarized |
| critiqued | invented | supervised |
| decreased | investigated | taught |
| defined | learned | trained |
| delegated | maintained | updated |
| demonstrated | managed | won |
| designed | met | wrote |

Refer to the supplemental material provided to you to see some sample resume

RESUME SUPPLEMENTS

Cover Letter Rules

A cover letter serves to introduce you to a prospective internship site. It demonstrates your clear and persuasive writing. Your cover letter need not restate the contents of your resume. Instead, it should enhance your resume by detailing the way in which your skills and background directly match the requirements of the position. It must show that you are a good fit with the office.

Limit the Letter to One Page

Keep it simple and to the point. Note: Spelling and grammar must be perfect. Have someone who is knowledgeable review your letter and provide feedback. Match your font to your resume.

Research the Organization Carefully

Demonstrate in your cover letter that you appreciate and understand the organization's principal activities. Show that you possess the skills necessary to do the job for which you are applying by highlighting an experience or achievement that you think would interest the reader.

Online Portfolios

Online portfolios traditionally come in three forms: a blog, a website, or a dedicated solution. Your portfolio can include your resume, writing samples, digital images of your graphic design work or artwork, and/or video and audio files. An online portfolio is designed to showcase your work and should be tailored to your target career goals and audience. It is an important tool to use if you are applying for positions in film/video, design, journalism, or other positions that require examples of your work.

Showcase Your Best Work

When preparing your portfolio, choose your best work (quality over quantity) and, if applicable, showcase a variety of mediums including print, broadcast, and online.

<https://www.american.edu/careercenter/Online-Branding.cfm>



Infographic Resumes

An infographic resume presents a visual timeline that details your work history and professional skills. It illustrates who you are as a candidate with images, data/charts, text, and color. Infographic resumes are appealing in certain industries and to some employers because they represent your creative skills. Some of these industries include public relations, marketing and graphic design. Note that most internship site supervisors, including non-profits, government agencies, and positions on Capitol Hill will *not* accept this style of resume.

You can create an infographic resume entirely on your own or use online tools that assist you in building one. Several applications including Canva, Visualize.me, Re.Vu, and Kinzaa offer free tools that allow you to create dynamic infographic resume.

While some employers find infographic resume appealing, it is important that you create a traditional resume as well.

Sample Resume

Name

4400 Massachusetts Avenue NW, Washington, DC 20016 • Email Address • Phone Number

EDUCATION

American University, Washington, DC

Semester of Enrollment

Washington Semester Program, AU Cornerstone Program, AU Gap Program

Home School, City, State (if non-US, include country)

Month and Year of Graduation

Degree and field(s) of study

GPA (if 3.5/4.0 or higher in the US system), ranking, and/or assessment feedback

Optional items: study abroad, relevant coursework, academic honors

EXPERIENCE

Title, **Organization Name**, Location

Dates of Employment (Month and Year)

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferable skills
- See above
- See above

Title, **Organization Name**, Location

Dates of Employment (Month and Year)

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferable skills
- See above
- See above

CAMPUS AND COMMUNITY SERVICE

Title, **Organization Name**, Location

Dates of Participation (Month and Year)

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferable skills
- See above
- See above

Title, **Organization Name**, Location

Dates of Participation (Month and Year)

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferable skills
- See above
- See above

SKILLS

- *Computer*: List software, social media tools, databases, statistical analysis tools, and other technical programs
- *Language*: List language(s) and level(s) of proficiency. International students: do not include TOEFL score as most Americans do not know what TOEFL is.

ONLINE BRANDING

Your online brand is comprised of any and all information created by or about you online and plays an important role in the employment process.

Online Branding Defined

An online brand refers to your professional image on the internet. Online branding allows you more exposure and a way for potential employers and others to see who you are or how you present yourself. From visual marketing tools like portfolios and infographic resumes to social media tools such as LinkedIn, Facebook, and Twitter your online brand is comprised of any and all information created by or about you online and plays an important role in the employment process.

You Need an Online Brand

Having an online brand is critical to your job search. Employers may look to your brand when recruiting candidates or when making hiring decisions. A recent report found that 92% of employers use social media to recruit talent and 73% have hired a candidate identified or introduced through social media. If a prospective employer is unable to find you online, they may pass on your application. Your online brand allows employers to learn more about you, your experience, skills, and expertise.

Cultivate Your Online Brand

Start identifying and building your brand by assessing your existing online presence. Any information accessible to search engines could be visible to future employers. Google yourself, remove any objectionable content, and update any outdated information. Be wary of what you post on social media sites, make sure any information you share compliments your professional image. It is worth the effort to regularly clean up your online presence because doing so can improve your candidacy.

Building Your Online Brand

An important part of building your online brand is understanding how to use social media and visual marketing tools together. Used effectively, sites like LinkedIn and Twitter as well as visual marketing tools like infographic resumes and online portfolios will enable you to create a polished, professional image that helps you connect with others; demonstrate key knowledge/expertise; and allows employers and other key contacts obtain the most recent information about you.



WRITING PROFESSIONALLY

Write Right

Use classic style, flawless grammar, perfect punctuation, and elegant formalities. Write in complete sentences. Avoid typos. Err on the side of formal. Earn a reputation for excellent writing. Observe these writing conventions:

1. Salutation:

Open your correspondence with a formal salutation, a title, and a name. Use the salutation "Dear:" most commonly. AVOID saying "Hey", "Yo."

Good = "Dear"
Bad = "Hey" "Yo"

2. Name:

Generally, one should use the family/ sur-/last name of the person

Good = "President Trump" "Dean Smith:"
Bad = "prof" "dr. L"

3. Body:

Be succinct. You are not writing an epic novel. Readers don't have time to read copious text. Simply state your idea and then finish.

Good = Engage your reader. Write classically.
Bad = Anything from the urban dictionary. "Yo whats up in the houz" "HRU."

4. Valediction:

Close with a final phrase of respect and sincerity, followed by your full name. Choose accepted valedictions: "Sincerely", "Regards", "Best wishes." Avoid bad valedictions: "Thx", "Kewl." Avoid anything misspelled.

Good = "Sincerely, Pat Smith."
Bad = "Thx Reggie" "88 Tiffany"

Writing Samples

Solid writing skills may help you secure a high-quality internship. Writing samples allow a supervisor to judge your ability to convey a written message. Consider submitting a paper that earned you an "A." Or, use another strong writing sample, such as your college admissions essay, an article, or a blog entry.

Show an understanding of a relevant issue area in your writing sample. If possible, submit a sample that addresses the issues you will be working on in the position you desire. A writing sample can make or break your application, and it's important to choose wisely.

Style and content: When choosing a writing sample, consider the type of writing you will do in the internship you seek. For example, you should not submit a long research paper for a position that will require you to write issue briefs and policy memos. Consider the context and submit a piece that represents the style you will use in the position.

Spelling and grammar: You have no excuse for spelling and grammatical errors in a writing sample. Be sure to proofread the entire piece and have a trusted friend or colleague double check your work.

Length: If the employer does not specify a desired length, choose a writing sample that is 2-5 pages long. You can highlight a short section of a longer paper and provide context to the reader with a brief paragraph about the topic of the paper and perhaps the course.

Emails

Practice professional communication always. Err on the side of formality when emailing. Address a supervisor not by his/her first name, rather use the title, unless otherwise directed. Respond promptly to e-mail messages, even if your reply simply conveys receipt of a message. Using short lines and paragraphs makes e-mails easier to read. Write the "subject" line with concise and informative language that allows the recipient to file, prioritize and retrieve easily. Also note that writing in all UPPERCASE or **bold** letters is considered **SHOUTING** at the recipient. Use your american.edu email address to apply to internships.

Thank You Letters

A thank you letter is an essential follow-up step to an interview. A handwritten note is especially effective. It is your chance to present yourself again and to answer or address specific concerns raised during the interview about whether or not you have the qualifications the organization is seeking. You may also use your letter to mention a specific area of related expertise that you did not have an opportunity to discuss in the interview. The thank you letter (not required) is a courtesy that is noticed by interviewers. You may e-mail your letter if you know that the hiring time line is drawing to a close. It is important to send your letter as soon after the interview as possible

<http://www.wikihow.com/Email-a-Professor>

Sample Cover Letter

City, state, zip code
Your phone number
E-mail

Date

Mr./Ms. Individual's name
Title
Company name
Street address
City, state, zip code

Dear (Ms. or Mr.) Last Name:

Paragraph 1: State why you are writing, how you learned of the organization or position, basic information about yourself, and your status in school. If you are writing at the suggestion of someone who knows the addressee, this is a good place to say so. Draw attention to your knowledge of the company or organization and to your resume.

Paragraph 2: Tell the organization what you like about them. Spell out exactly (through examples) how your experiences, skills, and education fit the position and can benefit the company. Use the position description to give you guidance to focus this paragraph.

Paragraph 3 (optional): Should be used only to describe further what you can bring to the position. It is an extension of the theme of paragraph two.

Paragraph 4: Indicate that you are enclosing your resume. Reiterate your interest in the position. State your next course of action (e.g., contacting the employer within 7–10 days to check on the status of your application). Thank the reader for their attention and consideration. Say that you are looking forward to hearing from the potential employer and provide a phone number and e-mail address where you can be reached.

Sincerely,

(Your signature)

Your name (typed)

Enclosure(s)

*Whenever possible, personalize your cover letter.
Address the letter to a specific person in most
cases. Also, write one general cover letter like this
example.*

From: student@american.edu



To:



Cc & Bcc

Sample E-mail

Dear {insert name here}:

Please accept the attached cover letter and resume as an application for an internship in your office {insert name of office}. I am particularly excited about the work that you do {insert topic of work of the organization}. I look forward to speaking with you soon about an internship during the {insert the semester and the year} as I participate in American University's {insert name of your program: Washington Semester Program, AU Cornerstone Program, Gap Program}. Thank you in advance for your consideration.

Sincerely,
{insert your name here}

Sample Thank-You Letter

*Title
Organization
Address
City, State, Zip Code*

Dear {insert name here},

Thank you for taking the time to talk with me today. I enjoyed hearing about {insert organization name} and the responsibilities of the position. I am extremely interested in working with you and becoming a part of your team.

My conversation with you has confirmed my interest in the field of {name of field} and in joining your organization for the semester. My experiences have prepared me for this role, and I am eager to apply what I have learned to help with your upcoming projects.

If you need additional information, please do not hesitate to call at {insert number} or email {insert email}. Thank you again for your consideration and time.

Sincerely,

Your Name

INTERNSHIP FOLLOW-UP

After you apply for an internship, follow up on your application. Call a few of your favorite internship sites (unless otherwise directed) and begin your call with this opener, preferably in a conversation and not in a voicemail.

My name is {insert name here}, I am calling to follow up on my application for an internship in your office. Are you available to speak briefly with me about the status of my application as well as the position?

Also, you may choose to selectively email follow-up(s) to your top internship sites. Your follow-up email might indicate this, for example:

I am writing to follow up on my application to an internship in your office {insert reason}. I emailed you on {insert date} with my resume and cover letter. Are you available to briefly speak with me about the status of my application as well as the position?



Follow-up in an Original Way

Here is general advice on following up on applications you have recently submitted.

Do what makes sense in the timing and given the environment. If you have application instructions, follow them, above all. As a general rule, email your application. You may resend an application that you have already sent. Also, feel free to make a phone call but don't leave a message. Call until you reach a live person.

When you follow-up, create an original reason for you to reach out. Perhaps your reason might be this:

- The weather is changing and you are thinking about the upcoming semester in Washington, DC.
- The internship is your dream position and you want to know the status as time passes.
- You read an article or saw a video related to the internship site's work and you wanted to share it.
- Create your own idea for a reason to engage with the internship site.

EXPANDING THE SEARCH

Creative Research and Networking

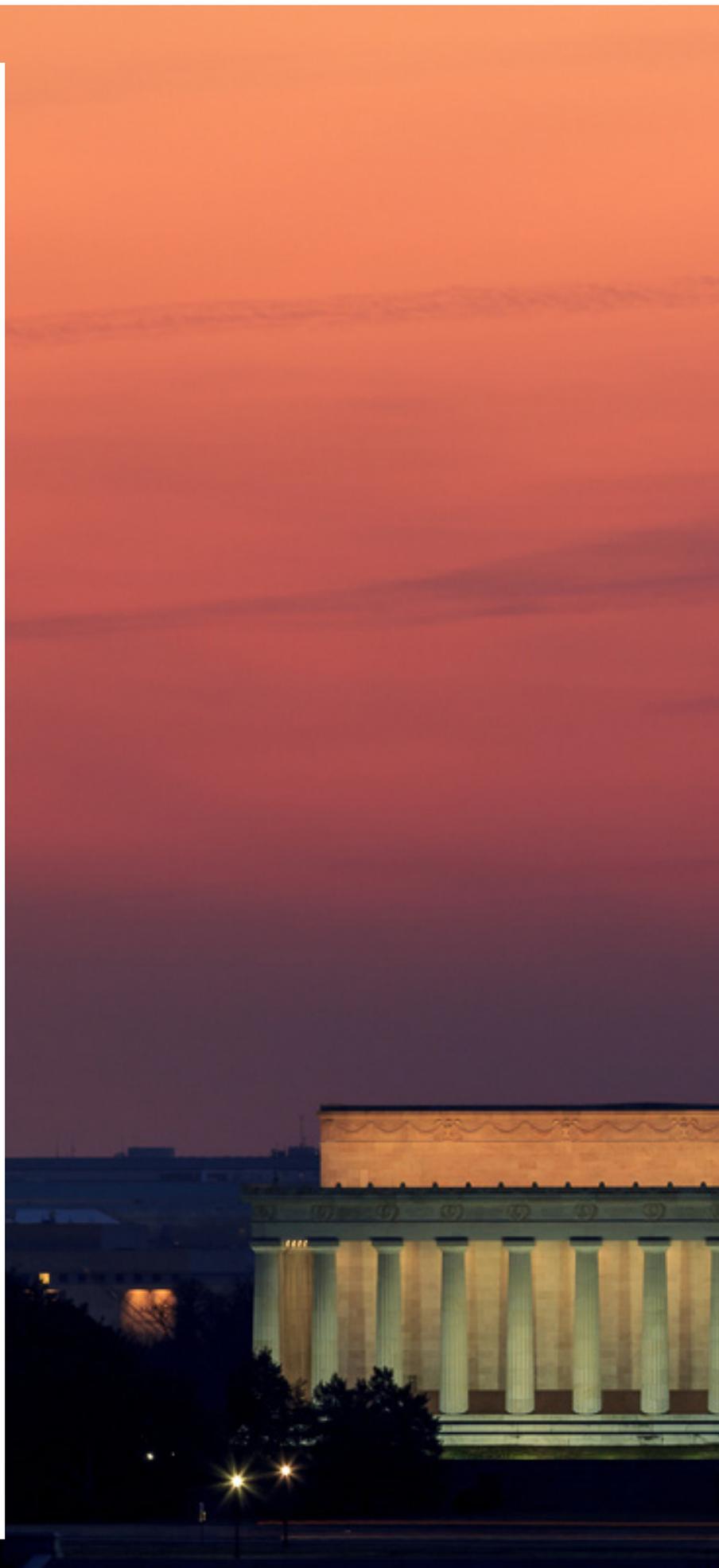
If the position listing in the Internship Web or in another posting contains outdated contact information, do not be deterred. Research the organization online and/or call the site. If an office has no available positions at the time of your inquiry, then ask the supervisor if s/he can refer you to a colleague who may have an opening in the field. *Persistence* may be one of the most valuable skills you develop on the internship search. (Note: AU seeks to maintain current contact information for internship openings, but the high volume of turnover in offices presents challenges to that end. When the search presents obstacles, this is an opportunity to refine your creative networking skills.)

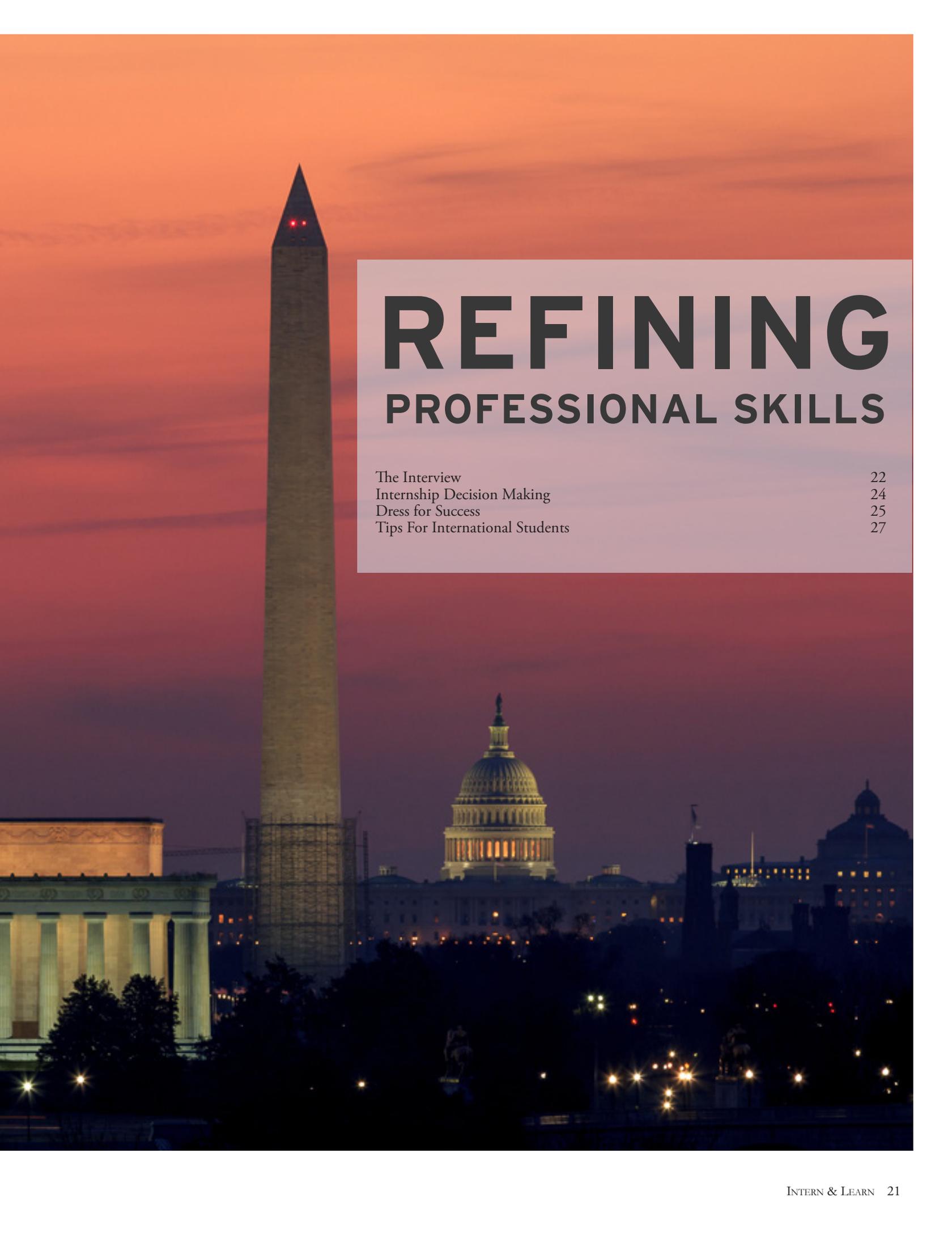
What happens if I don't get an internship?

You will find an internship. If you don't get an internship by the established deadline, however, you must widen your internship search criteria and identify a position within your reach. If, for example, you hoped to confirm an internship in investment banking, but you have received no responses to the many internship applications you submitted in that field, you may not yet possess the qualifications required. Many internships, such as those in business, require a significant level of experience.

If you have not yet attained the required qualifications in your area of interest, build your broad professional skills in a different, but related, area. Thus, instead of securing an internship in investment banking, you may re-direct your search so you may secure a position in marketing. Consider the transferable skills that you may gain from any professional internship. Your experience honed in a marketing position will help you build the skills that you can segue into your future work in promoting investment options to clients.

Also, many internships help students develop skills such as cross-cultural communication, interpersonal, organizational, technology, project management, writing, and many others. If you do not secure a position by the deadline, seek advice from your internship professor. They will help you redirect your search, so you may achieve a successful outcome.





REFINING PROFESSIONAL SKILLS

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THE INTERVIEW

The internship search helps you build skills you will frequently use in your professional career for years to come. Practice interviews. Strive to go into the interview confident in your ability to answer typical questions, knowing the organization well, and having considered why your skills will make you the ideal intern.

Phone Interview

Phone interviews present challenges due to the lack of visual cues and personal interaction. Practicing, by phone can be very helpful. Have a quiet space, preferably alone, in which to do the interview. Check your phone and reception. Also, have a copy of your resume and cover letter in front of you and take notes.

Commonly Asked Interview Questions

Tell me about yourself.

Make a short, organized statement of your education and professional achievements and goals. You may also give additional information to highlight your broader experiences, personal interests, and knowledge, also known as the elevator pitch.



Be positive; turn a weakness into a strength. For example, you might say: *"I sometimes over-research topics for papers that I have to write, but I have recognized this and have started to give a better balance to time devoted to researching vs. writing."*

What are your greatest strengths?

Give concrete examples to demonstrate that you have skills that the organization values. It might be research and writing skills, interpersonal skills, or it might be creativity and communication skills.

What are your hobbies?

The interviewer may be looking for evidence of skills or traits outside of your professional experience to see if you are a “well-rounded individual.” You might not only mention them but offer an explanation of your interest.



Show the interviewer your interest in the organization and share what you learned about the internship, the organization and the field through your own research and how it relates to your professional skills.

The interviewer wants to know if your plans and the organization's goals are compatible. Be specific about where you could see yourself several years from now. It is OK to acknowledge that you do not know specifically, but that you hope to be working, for example, in Latin America on development projects.



Do you prefer to work by yourself or with others?

The ideal answer is one of flexibility. However, be honest. Give examples describing how you have worked independently as well as with others.

Give me an example of how you overcame a significant challenge.

You may describe a personal situation such as overcoming family events, showing how you persevered and made the best of a tough situation. You may also describe a group setting of conflict and you helped to steer not only yourself out of that conflict but led others to move beyond the conflict situation.



INTERNSHIP DECISION-MAKING

QUESTIONS FOR THE SUPERVISOR

When given the chance to ask questions...

Say yes. Do not pass up this opportunity to get more information about the position, the office environment, and your potential supervisor. Ask people what they like about their jobs and their own career paths.

About the position...

What would be my primary duties if I were selected for this position? How much of my day will be spent on my own in front of the computer vs. other activities? Do interns have the opportunity to sit in on meetings with other offices or organizations?

About the office environment..

Inquire about the extent to which employees work in teams or collaboratively vs. on their own or independently? Is the office space typically fast paced and hectic or slower moving and quiet?

Accepting the Position

When you receive an internship offer, thank the internship supervisor with your natural appreciation. Accept the internship if you are happy with the position. If you are uncertain about the position however, we recommend that you respond with your interest, but request time to follow through on program requirements as needed. Proceed with additional interviews that you may have scheduled. If you remain unsure about a position, perhaps delay an answer so you may have time to evaluate all options.

Turning Down An Internship

Occasionally, students feel uncomfortable rejecting an internship offer from a respectable internship site, even if the position is not a good fit. Learn how to communicate your decision to professionally reject an internship offer, even if the communication comes as a challenge. Many professors require students to have at least three interviews before making an internship decision. That allows students to rely on the program to buy time, and it reminds organizations that the internship -- including the search -- presents an educational experience.

You may choose to call the employer to communicate your decision to turn down the offer since you may have established a personal rapport. Or, you may choose to send an email as follows:

From: student@american.edu 

To:  Cc & Bcc

Sample E-mail

Dear {insert name here}:

Thank you for taking the time to speak with me recently about a possible internship in your office. I enjoyed hearing about {insert name of organization here} and the work you do. While I was happy to learn about your organization and the internship, I have an internship offer that better suits my needs. Thus, I have decided not to accept your kind offer for an internship in your office at this time. Thank you again for your consideration.

Sincerely,
Your Name

DRESS FOR SUCCESS

Dress well when you meet an internship site supervisor.

When a professional meets you for the first time, s/he will form an immediate opinion of you based on what s/he sees. First impressions are lasting. They will notice what you are wearing and how you present yourself. When you meet a potential employer, this is not the time to don your favorite clubbing outfit or fashion trend-setting ensemble.

Whether you are meeting an employer at an event (such as a job fair, Internship Fair, networking reception, panel presentation) or during an interview, follow the tips below.

Dress to Impress

For your interview, wear your most professional outfit (a suit, if you have one). During your interview, get a sense of the dress code for your office.

Wear it out

Get colleagues to remember you rather than your outfits. Wear your most professional attire to the interview. As a general rule for the workplace, most internship supervisors expect interns to dress in "business casual" on a daily basis. You can look that up if you want more ideas -- but it likely means khaki pants and a shirt with a collar or a dress. Sometimes businesses expect students to wear suits. Non-profits can be casual. Ask your internship site about the

Wear comfortable shoes on your feet, it will show on your face.

dress code when your placement gets confirmed.

Business Casual

In general, many offices in Washington, DC are "business casual" and may not require you to wear a suit every day. Some example of business casual attire are:

- Khaki pants
- Dress shirt
- Slacks
- Skirt with tights
- Blouses
- Sweaters
- Sweater sets
- Blazers
- Stylish flats

No-no's

None of this:

- Cleavage
- Bra straps
- Sleeveless shirts
- Mini skirts
- Stilettos
- Excessive makeup
- Distracting jewelry
- Excessive fragrance
- Unkempt facial hair

Not a Fashion Statement

New suits will often have tacks (x-shaped stitching) over the vents of the jacket or skirt as well as on the back of the jacket. These are meant to be removed once the suit is purchased. Suits may additionally have a tag displaying their brand on the sleeve. No matter what the brand is, this also must be taken off before wear.



Get outfit ideas:
<https://www.pinterest.com/aucareercenter/>



BUSINESS ATTIRE

Crisp, collared shirt; knit shirt; or silk camisole

Neatly kept hair

Tailored jacket that compliments your shape

Plain, ironed tie

Solid, dark suit (black, charcoal gray, navy blue)

Skirt at, or one inch above, your knee

Pantyhose or tights

Perfectly hemmed pants

Flats or closed-toe heels (black or brown)

Polished shoes



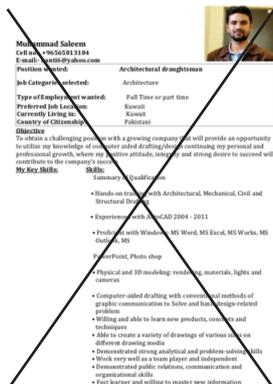


TIPS

FOR INTERNATIONAL STUDENTS

American style resume:

- No photo
- No signature
- No birthdate
- No marital status
- No driver's license information



Be Confident

International students will intern in an office and gain great insights into American culture. As an international student competing for a position against American students, display your competitive edge by demonstrating your independence, tolerance, open-mindedness, maturity, and international perspective, which are all highly desirable qualities to emphasize on your resume.

Some international students underestimate their skills and qualifications. You may feel uncomfortable “bragging” about yourself, but Americans feature their brightest accomplishments in resumes and cover letters (you should too).

Resume Writing

Difference between a CV and a Resume

A Curriculum Vitae (CV) is similar to a resume, but is used primarily when applying to teaching or research opportunities. The CV is designed to highlight an individual's educational history and academic achievements. Unlike CV, which may have multiple pages, a resume is usually limited to one page that focuses on work experience and especially the detail of the tasks.

How to indicate your international status

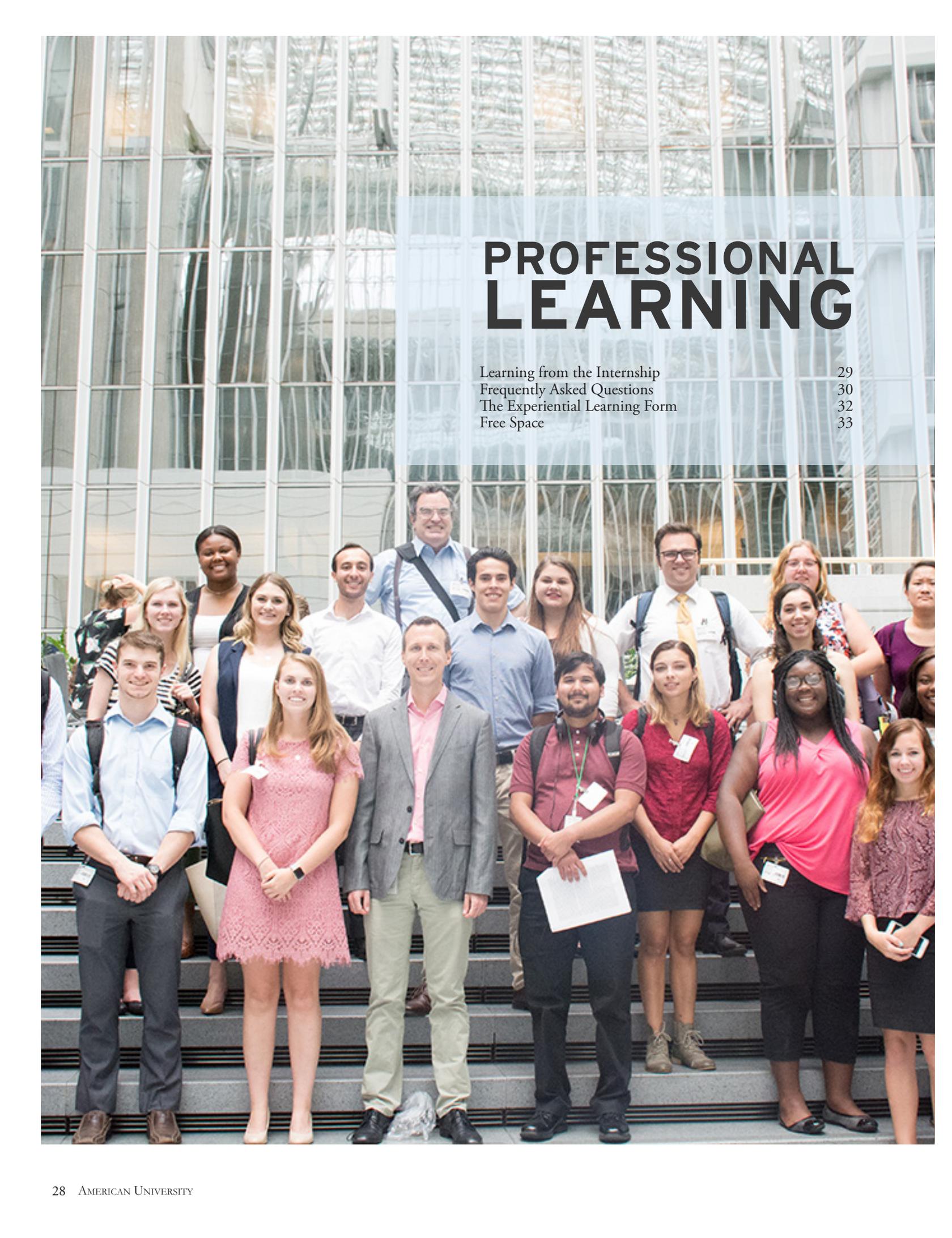
Cite your permanent international address on your resume to communicate your foreign status without directly naming your citizenship. Also indicate a local address in the US if you have one.

Avoid Mistakes

Type your correspondence; do not handwrite your resume and cover letter. Do not indicate your date of birth, citizenship, race, marital status or submit a photo in your correspondence. This information is irrelevant and potentially damaging to employers since, by US Equal Opportunity laws, employers cannot make hiring decisions based on this criteria.

When to mention your visa status

Some international students worry about the appropriate stage in the job search to discuss their visa status and work authorization. Unless the employer asks directly, the best time to bring this up is right before the employer offers you an internship, not during the interview.



PROFESSIONAL LEARNING

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LEARNING FROM THE INTERNSHIP

Effective Internships

From your interview to your exit, actively listen and reflect what you hear. Be inquisitive. Ask questions for clarification. Keep your supervisor informed about your progress and activities. Seek feedback and receive it in a gracious, professional manner.

Initiate

Don't wait for assignments during a lull. See what needs attention and offer to help.

Respect

From the executives on down, show respect for all of your colleagues and value each person's contributions.

Reflect

Take the time to think about what you're learning—not just about the organization, industry, or projects, but about yourself.

Thank

Appreciate the opportunities and support that you receive throughout your internship and always send a farewell message to your colleagues, not just your supervisor, extending your gratitude for the experience. In turn, your supervisor may show thanks to you by offering a letter of recommendation for you to share with future employers.

At every stage, the internship experience presents an opportunity to teach you new skills and insights about yourself as well as the real world. You may spend the first few weeks getting acquainted with your co-workers and familiarizing yourself with office protocol. During the introductory phase, you may encounter limited opportunity for creative input. As time passes however, the nature of assignments may change and the level of responsibility may increase. Ask for more assignments and contribute your ideas. Find mentors and make sure the staff need you as the go-to intern. As you adjust to the office, realize that many interns (and many staff members) perform a certain amount of clerical work. Program standards require that clerical duties are limited to a maximum of 15% of your work.

Possible Challenges

As with any learning experience, you may encounter challenges in your internship. In fact, a challenge may present your greatest professional learning opportunity. Address any concerns using sound judgment and clear communication. If you need support, reach out to your internship professor.

Establishing a Strong Work Ethic

Establish a strong work ethic from the very beginning. Follow the policies, rules and regulations of the office within which you are working. Do not use the office computer, internet, printer, fax, and office supplies for personal reasons. Treat your internship experience like a real job because it is one; take nothing for granted. Always be on time. The most important relationship in your internship is the one between you and your direct supervisor.

Watch for email announcements about the [Here >>> Career series, events offered throughout the semester to help you learn professional skills.](#)

Your office supervisor (not another intern, receptionist, representative, or senator, for example) determines your assignments. Remember that your supervisor will be recommending a

grade for your internship experience. Your conduct on the job will have a significant impact on your final grade.

Learning Outcomes

What will you learn in your internship? In addition to improving your resume, expanding your network, gaining professional experience, and understanding the real world, at the successful conclusion of the internship, you must display the following internship learning outcomes:

- Demonstrate the ability to analyze and interpret ideas by drawing on theories, concepts, research, and hands-on experiences
- Show reasonable judgment when facing professional challenges and seek assistance from your internship professor as needed
- Demonstrate knowledge of and experience in the field of expertise
- Display enhanced ability to effectively communicate ideas in writing and orally
- Show greater self-awareness
- Demonstrate enhanced knowledge and skills to pursue further professional goals
- Develop intellectual curiosity that will serve as the foundation for life-long professional learning

FAQ

May I wait until I get to DC to confirm an internship?

Yes. Many students prefer to have face-to-face interviews with internship offices to ensure a good fit with the site. However, note that you may miss some internship deadlines if you wait to secure your internship until the semester begins. If you have a specific idea about where you want to intern, then apply for an internship as early as possible.

What if I don't hear back on the applications that I submitted?

Take a deep breath and keep applying to more internships. Cast a wide net. The more positions you apply to, the better. Get your application out there. Repeat. Once you have one good cover letter and a classic resume, applying to new internships should be relatively efficient and quick. Look at it this way, applying to a larger number of internships may help you develop efficient technology skills and get you accustomed to the large scale of communication that faces you in your career in the years to come. The internship search may be hard work. Persistence gets rewarded with good payoffs.

Unfortunately, many internship sites do not reply to each application received. Unless the site organization indicates otherwise, follow-up on pending applications with a phone call or send an updated copy of your cover letter and resume. Focused students with a high level of experience may only need to apply to one site. Flexible students sometimes apply for as many as 25 or more internship positions before they secure one. Occasionally, open minded students may apply to 50 or more internships.

How do I follow-up?

Most sites expect you to follow-up with an email or phone call after you submit your application. Be sure to note when you applied and the specific position. Offer a reason for follow-up. You may wish to convey tone of the following, for example: you have arrived in Washington, DC, would like an interview, or can begin interning on a certain date.

May I complete more than one internship during my semester in DC?

No. Programs only recognize one internship placement per student. You may engage in a secondary internship, service learning, or volunteer position to gain additional experience, but this would not be recognized as a credit-bearing internship experience.

May I intern more than three days per week?

No. Some organizations request that interns work more than your available days per week. You are unable to commit to additional internship time given your class requirements on non-internship days. However, you may choose to give-up some free time in order to intern in the evenings or on weekends.

What are the guidelines for "virtual" internships?

During and after the COVID-pandemic, especially to protect health and safety, virtual internships are encouraged. In virtual internships, supervisors integrate the student into the organization's culture for professional development and virtual networking. Interns may attend staff meetings, participate in virtual events, get involved in social activities, and complete interactive assignments with a team in a virtual format.

May I switch internships if a "better" position comes along?

No. When you accept a position you are making a commitment to turn down the other opportunities, and the internship organization is doing the same. It would be unprofessional for either of you to renege on your commitment. You may switch internships only if the internship professor agrees that conditions merit a change.

May I find an internship outside the Internship Web?

Yes. You may search for internships in two places: the hidden market and the open market. In fact, we encourage you to search in both places. You may discover positions that are not publicly advertised by tapping into the hidden market. Once you find a position, your likelihood for success is often greater because of the existing relationship that you or someone you know has with the employer. Competing with a smaller applicant pool also helps. The applicant pool tends to be larger for positions that are publicly advertised. Use the methods below to find internships and jobs in the open market:

- Tailor your search according to industry or occupation through specialized sites including Idealist for nonprofit positions, USAJOBS, and others.
- Search more broadly on general sites including Indeed and Craigslist.
- Target specific openings listed on organizations' web sites.

Do I have to intern in my field of study? For example, if I study foreign policy, does my internship have to relate to foreign policy directly?

You may choose a rigorous internship in any field. However, you may benefit more when you can make connections between your field of study, seminar course and the work you are doing in your internship.

How do I address correspondence to internship supervisors?

Keep the tone and format of your internship correspondence professional. Err on the side of formal when addressing internship supervisors. Call your supervisor Mr., Ms., or Dr. Avoid doing mistakes such as the following: email addresses that seem unprofessional, slang, and emoticons. Make sure you use clear and concise subject lines in your emails. For example, write this in the header: "Internship application for international affairs position" Further, you should send your cover letter and resume in a standard format, such as PDF or in MSWord.

Are supervisors concerned about my absence from the office during my program's required travel?

Be honest and clear about your schedule with potential sites. While some sites may consider your internship absence a deal-breaker, many sites have been very friendly with planned travel schedules.

Should I apply even if I missed the deadline?

Don't let passed deadlines stop you from applying. While your chances of getting that internship may be small, an organization could have an unexpected change, such as a student dropping from a position. Even though it is possible for you to attain a position at an organization with an expired deadline, you should invest most of your energy applying to more viable openings.

Should I apply even if they require a full-time intern?

Apply to the organization requesting a full-time intern if you have serious interest in the organization. While possible that the organization may not consider you, the worst thing they can do is be non-responsive or say no.

When may I begin interning?

You may begin the first week of class (or even earlier in some cases). In the Fall and Spring students begin interning during the second week of classes.

How difficult is it to get good internship placements?

Every student lands a substantive internship. For some, the short process presents immediate results with a meaningful opportunity, and others follow a meandering path to land a rigorous position. Typically students secure positions after emailing three or more resumes and cover letters. Students with unusually selective interests may submit 20 applications before they land an ideal spot. Every student confirms a substantive internship in the first two weeks of the semester.

What is the mentored or guided dimension of the internship?

Students receive personalized guidance at every point of the internship learning experience. As soon as they deposit, internship advisor grants students' access to the Internship Web with over 4,000 contacts. When a student selects a position, the internship faculty member reviews the placement to ensure that positions are rigorous and at least 85% substantive. The internship supervisor gives regular feedback to students and completes a midterm as well as a final evaluation.

What is my weekly schedule?

| <i>Program</i> | <i>Internship</i> | <i>Intern Hours</i> | <i>Classes</i> |
|--------------------|--------------------|---------------------|-----------------|
| <i>WSP</i> | <i>3 days</i> | <i>20-24</i> | <i>2 days</i> |
| <i>Cornerstone</i> | <i>3 days</i> | <i>20-24</i> | <i>2 days</i> |
| <i>Summer</i> | <i>4- 4.5 days</i> | <i>32</i> | <i>0.5 days</i> |
| <i>Gap</i> | <i>3 days</i> | <i>21</i> | <i>2 days</i> |

Students receive significant individualized support from internship faculty who get acquainted with each student to provide career development advice.

Should I accept the offer I got?

Look at the internship and focus on what you will learn in the environment. Make a list of the 'pros' and 'cons.' Talk to professors, advisors, family and friends you trust. Rest assured that all internships offer educational learning opportunities. If you feel inclined to accept the internship, then say yes. If an internship does not "feel" right and it's not a good fit, then don't accept it. Be courteous rejecting an offer and explain that you are pursuing an internship that is a better fit with your career goals.

If you need to ask the internship site supervisor if you may have a little more time to make a decision about the internship. Explain that AU requirements force you to complete a thorough search before you accept a position. Reassure the supervisor that you remain interested in the internship. Lastly, do not fall into the trap of always waiting for a better opportunity to arise, do not let the "perfect" internship be the enemy of the "good" one.

EXPERIENTIAL LEARNING FORM (ELF)

The Experiential Learning Form (ELF) must be completed during the first two weeks of the semester. It gives your internship site, your professor, and you the opportunity to define your learning objectives together. It outlines your primary projects for the semester. It needs to show that your work is at least 85% substantive (and a maximum of 15% clerical).

After you have confirmed the internship, login to complete your ELF: <https://internandlearn-csm.symplicity.com/students>. Your internship professor has the authority to approve or reject the ELF, based on the rigor of the position.

Internship Evaluation

You receive a grade for the academic internship seminar class. You will be assessed on the assignments performed for the internship class (refer to your syllabus), as well as by your internship site. Internship sites evaluate your performance via an evaluation form: your supervisor's assessment of your performance factors into approximately 40% or less of your internship course grade.

The supervisor must respond to these questions online mid-way through the semester and at the end of the term. Also, you must perform a self-assessment mid-term as well as at the end of the semester. When you compare your self-assessment with your supervisor's assessment, you may gain new insights into professional perceptions of behavior. Supervisors and students will be prompted to answer the following questions.

INTERNSHIP SUPERVISOR & INTERN SELF ASSESSMENT

Each competency below is rated on a scale of 1 to 5, with 5 being highest.

Critical Thinking & Problem Solving

I exercise sound reasoning to analyze issues, make decisions, and overcome problems. I am able to obtain, interpret, and use knowledge, facts, and data in a process, and I can demonstrate originality and inventiveness.

Oral & Written Communications

I articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. I have public speaking skills; am able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively

Teamwork & Collaboration

I build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. I am able to work within a team structure, and can negotiate and manage conflict.

Digital Technology

I leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. I demonstrate effective adaptability to new and emerging technologies.

Leadership

I leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others. I am able to assess and manage my emotions and those of

others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

Professionalism & Work Ethic

I demonstrate personal accountability and effective work habits, e.g. punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. I demonstrate integrity and ethical behavior, act responsibly with the interests of the larger community in mind, and am able to learn from my mistakes.

Career Management

I am able to identify and articulate my skills, strengths, knowledge, and experiences relevant to the position and career goals, and identify areas necessary for professional growth. I am able to navigate and explore jobs options, can take and understand the steps necessary to pursue opportunities, and understand how to self-advocate for opportunities in the workplace.

Global & Intercultural Fluency

I value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. I demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

DC IS OUR CLASSROOM

Consider sample internships:

| | | |
|--|---|--|
| American Association for Justice | Department of Justice | No Labels |
| American Association of Retired People | Democratic National Committee | Norwegian American Chamber of Commerce |
| American Automotive Policy Council | Earth Day Network | Republican National Committee |
| American Bar Association | EMILY's List | Royal Norwegian Embassy |
| American Enterprise Institute | Federal Judicial Center | Running Start |
| American Foreign Service Association | Federalist Society | Samaritan Ministry of Greater Washington |
| American Meteorological Society | Fox News | Sherman Wealth Management |
| American Society of International Law | Galaxy Systems, Inc | Sierra Club |
| Amnesty International | German Press Agency | SiriusXM |
| Anacostia Riverkeeper | German Television Network (ARD Studio Washington) | Small Business Administration |
| ArtJamz LLC | Girl Scouts of the USA | Social Driver |
| Brookings Institution | Greenpeace USA | SOS Children's Villages |
| Carmen & Muss, PLLC | Helping Individual Prostitutes Survive | Street Sense Newspaper |
| Catholic Charities Migration & Refugee Services | Heritage Foundation | Swedish-American Chambers of Commerce |
| Center for Security Policy | Holland and Knight | TechnoServe |
| Children's Defense Fund | Hudson Institute | Telecommunications Industry Association |
| Collective Conscience | Institute for National Strategic Studies | The Biscuit Factory |
| Commission on Security and Cooperation in Europe | Japan Broadcasting Corporation | The Columbus Dispatch |
| Congressional Hispanic Caucus Institute, Inc. | La Clínica del Pueblo | The Fund for Peace |
| Congressmen and Senators (various) | Liberty Wealth Management | The Raben Group, LLC |
| Crouch & Crouch Law Offices | Library of Congress | U.S. State Department |
| Daimler AG | Los Angeles Mayor's Office | United States Trade Representative |
| DC Coalition on Long Term Care | Love and Carrots | Washington Fine Properties |
| DC Department of Corrections | Madison Coalition | White House, Office of Presidential Correspondence |
| DC Office of the Attorney General | Make-A-Wish Foundation | Witness for Peace |
| DC Public Schools | Men's Health Network | WJLA ABC News |
| Drug Enforcement Administration, Office of Chief Counsel | Meridian International Center | Women's Foreign Policy Group |
| Democratic Congressional Campaign Committee | Metropolitan Police Department | Woodrow Wilson International Center for Scholars |
| Department of Commerce, International Trade Admin | Moment Magazine | World Bank Group |
| Department of Education | National Coalition to Abolish the Death Penalty | Youth for Understanding |
| Department of Health and Human Services | National Employment Lawyers Association | Youth Leadership Foundation and more... |
| | National Endowment for Democracy | |
| | National Organization for Women | |
| | National Republican Congressional Committee | |
| | National Women's Law Center | |
| | NBC | |
| | New Frontier Financials | |



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