

## How do I get an intern position at USGS?

USGS hires interns throughout the year and starts hiring for summer interns as early as January, so be ready. USGS uses the Office of Personnel Management's Pathways Internships Programs: Temporary, Career and Recent Graduate to hire interns. Pathways positions are advertised on USAJOBS. <https://www.usajobs.gov/>

### How to be ready as Pathways positions open:

1. **Create a Profile** on USAJOBS.
2. **Create a Resume** using the USAJOBS Resume Builder to ensure you include all details required for a federal position. You can save up to 5 versions of your résumé.
3. **Upload Documents** (copies of your most recent unofficial transcripts, letters of recommendation, SF50s, etc.) into the *Other Documents* section and **keep these updated** whenever you complete a semester or quarter of school. You can store up to 10 documents.
4. **Use Saved Searches** in USAJOBS to receive an email when new jobs post. We recommend that you set up your searches using the keywords *Geological Survey*, and then refine your results by selecting Work Type: Recent Graduates or Internships to be alerted to all USGS Recent Graduate and Pathways Internship (temporary and career) opportunities. You can store up to 8 saved searches.
5. **When a job of interest is posted**, carefully read the requirements and qualifications and then go to your resume under "additional information" and indicate *explicitly* how you meet the requirements of the job. Consider mimicking the language in the announcement (e.g. If the job requires a course in mineralogy, but your school called it *Earth Materials*, write "My Earth Materials class is a Mineralogy Course.")
6. **Apply immediately and include all required elements.** Each job announcement is a little different, so read these carefully. Pay special attention to the Required Documents section. Many otherwise qualified candidates are dropped out of the pool because they did not include transcripts or other required elements.
7. **Check for job announcements daily.** It's a good habit. Don't just rely on your Saved Searches. Jobs are often posted at either midnight or 8am Eastern. Many student job announcements close within a day of posting.

For more information, visit the USGS Youth and Education in Science Careers page at: <http://education.usgs.gov/careers.html>

