

# Becoming a Federal Scientist

*A Guide to Applying for Jobs, Internships, and Fellowships*

Appendix: Resources for Searching for Federal Jobs, Developing Application Materials, and Understanding Federal Application Processes

[www.ucsusa.org/resources/federal-science-jobs](http://www.ucsusa.org/resources/federal-science-jobs)

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## General Resources

### *A–Z Index of U.S. Government Departments and Agencies*

- Lists of and links to homepages of all US government department and agencies

### *Internships, Fellowships, and Other Work Experience Opportunities in the Federal Government*

- A comprehensive listing from the Congressional Research Service of internships, fellowships, and other opportunities available in the federal government

### *GoGovernment from the Partnership for Public Service*

- A wide range of advice about applying for federal positions, from searching for the right position on USAJobs.gov to negotiating a final offer

### *GovLoop*

- Free trainings and other resources on a suite of government topics and issues, including tips and advice for prospective applicants
- Regular postings featuring federal job opportunities across multiple agencies and at various skill levels

### *Office of Personnel and Management Hiring Information Webpage*

- Information on multiple topics regarding federal hiring, including hiring authorities available to veterans, students, interns, and persons with disabilities

### *Office of Personnel and Management Pathways Program*

- Information on internship and fellowship opportunities via the Pathways Program, an FAQ, and a list of opportunities in participating federal agencies
- Three pathways for students depending on interests and eligibility: the Internship Program for current students; the Recent Graduates Program for students who graduated from qualifying institutions within the past two years; and the Presidential Management Fellows program for students with advanced degrees

### *Partnership for Public Service's Federal Hiring Advice*

- Resources providing guidance to those seeking positions in the federal government, including an outline of some benefits of working for the federal government and a how-to document for navigating USAJobs.gov

### *Princeton University's Federal Government and Job Search Guide*

- Tips for searching for and applying to federal jobs and internships
- Advice on formatting and developing resumes when applying for federal positions

### *USA Jobs*

- A wealth of information and application advice in the students and recent graduate section on current federal job opportunities
- Virtual Student Federal Service that enables students to browse a list of government projects they might be interested in; connects those projects to job descriptions and application forms on USAjobs.gov

### Workforce Recruitment Program

- A recruitment and referral program that connects students and recent graduates with disabilities to federal and private-sector employers
- Managed by the Department of Labor and the Department of Defense
- Provides a number of resources, including sample “Schedule A Hiring Authority for Persons with Disabilities” letters and an FAQ about the program

## Internships

### Asian Pacific American Institute for Congressional Studies’ Congressional Internships

- Places Asian American and Pacific Islander undergraduate-aged students in congressional offices for paid eight-week internship experiences

### Congressional Black Caucus Foundation Internships

- Multiple opportunities for students to interact with professional legislators and leaders in all branches of government
- Internships pay stipends and offer housing and office placements

### Congressional Hispanic Caucus Institute Internship Program

- Paid summer and semester internships for Latino undergraduates
- Offers an early career webinar training series providing information to make applicants more competitive; includes a webinar highlighting need for more science, technology, engineering, and mathematics (STEM) majors in public policy careers

### Internships in the House of Representatives and the Senate

- Internships opportunities and applications generally posted on committee and member websites
- Generally unpaid

### Department of Energy Stipend-based Internships

- Participates in the Pathways Program as well as providing a number of stipend-based internship opportunities

### Department of Energy Scholars Program

- Exposes students to the operations and science-based mission of the department through paid appointments that typically last for 10 weeks in the summer

### Department of Defense STEM Internship Program

- Multiple opportunities for STEM students to work alongside department scientists and engineers on a variety of projects via multiple summer and semester programs across the nation

### Department of Transportation Summer Transportation Internship Program for Diverse Groups

- Paid 10-week, summer internships for juniors and seniors enrolled in accredited institutions of higher education within a department office

- Focus on providing opportunities to women, persons with disabilities, and individuals from demographic groups that are historically underrepresented in transportation work

*Health and Human Services Emerging Leaders Program*

- Competitive, two-year, paid, internships offering experience rotating through work in multiple operational department divisions

*Hispanic Association of Colleges and Universities National Internship Program*

- Multiple opportunities for students in all majors for paid summer and semester internships
- Includes funding for round-trip transportation and housing

*Minority Access National Diversity and Inclusion Internship Program*

- Stipends and some assistance with travel for interns selected by federal agencies and other participating programs

*Morris K. Udall and Stewart L. Udall Foundation Native American Congressional Internship Program*

- Opportunities for American Indian and Alaska Native students to intern in federal agencies, congressional offices, and the White House
- Includes stipends, housing, and travel assistance

*National Geospatial-Intelligence Agency Summer Internship Program*

- Summer internship opportunities for students enrolled in accredited two-year or four-year colleges to conduct research and policy analysis
- Paid, 10-week summer appointments

*National Institutes of Health Summer Internship Programs in Biomedical Research*

- Summer internship opportunities for undergraduate, graduate, and professional students to spend eight to ten weeks working with institute investigators
- Modest stipends

*Science, Mathematics, and Research for Transformation (SMART) Scholarship for Service*

- A Department of Defense program providing scholarship funding to STEM students
- A student receiving more than one year of SMART funding while seeking an undergraduate STEM degree must intern with a department-affiliated institution for at least one summer.

## Fellowships

*American Association for the Advancement of Science Science & Technology Policy Fellowships*

- Places students with advanced degrees in offices across the executive, legislative, and judicial branches to learn first-hand about policymaking
- Paid; typically one year

*Centers for Disease Control and Prevention Fellowships*

- Multiple opportunities for recent PhDs in public health and other health-related sciences

- Paid positions typically lasting one to three years

*Oak Ridge Institute for Science and Education STEM Fellowships*

- Paid fellowships for students with advanced degrees seeking opportunities to experience work in science policy at affiliated Department of Energy research facilities and offices
- Usually one year with the possibility of extension

*John A. Knauss Marine Policy Fellowship Program*

- Administered by the National Oceanic and Atmospheric Administration's Sea Grant Program
- Paid one-year fellowships to serve in an executive or legislative office
- Offers experience in national policy decisions affecting ocean, coastal, and/or Great Lakes resources

*Smithsonian Institution Fellowship Program*

- Smithsonian-wide opportunities for students with advanced degrees to conduct independent research or studies related to the institution's collections or facilities
- Appointments vary from ten weeks to one year depending on the study and fellowship awarded
- Includes stipends

*Women's Congressional Policy Institute Congressional Fellowships on Women and Public Policy Program*

- Open to women pursuing advanced degrees or who have recently completed a Master's, Doctorate, or professional degree with a proven commitment to equity for women
- Eight months in congressional offices as legislative assistants on policy issues that affect women
- Paid with a stipend for health care

*White House Fellows Program*

- 15 to 20 paid, one-year fellowships for placement in Cabinet-level agencies, the Executive Office of the President, the Vice President's office, or smaller federal agencies