



Cornell Brooks
Public Policy

Cornell in Washington



Internship Search Guide

CORNELL IN WASHINGTON

PUBLICPOLICY.CORNELL.EDU/CIW

CONTACT

Cornell in Washington

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Student Ambassadors

Grace Affeldt, Gla34@cornell.edu

- Major: ILR, Class: 2024
- CIW: Spring 2023
- Internship: Congressman Pat Ryan

Kannah Greer, Kg396@cornell.edu

- Major: Government, Class: 2024
- CIW: Spring 2022 and Spring 2023,
- Internships: Senator Wyden; Congressman Blumenauer

Nick Weising, ngw34@cornell.edu

- Major: ILR, Class: 2024
- CIW: Spring 2023
- Internship: Center for Maritime Strategy

★ **Open to all majors**

★ **Cornell housing**

★ **Cornell classes**

★ **An internship you
choose**

★ **Unique events
around DC**

Cornell in
Washington



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- [Cornell in Washington Internship Database](#) – record of where CIW participants have interned.

Networking

- [CUeLinks](#): Cornell online networking platform where students can connect alumni or peers to share information.
- [Leadership Connect](#): Directory information for DC organizations, think tanks, NGOs, members of Congress. The “who’s who” of DC. Accessed through the Cornell Library System. [Use your NetID to login](#).

General Search Engines

- [Idealist.org](#)
- [Indeed.com](#)
- [LinkedIn](#)
- [Handshake](#)
- [APIA Job Board](#)
- [DCJobs.com](#)
- [Glassdoor](#)

Government

- [USAJobs.gov](#): United States Government's website for listing job opportunities with federal agencies
- [U.S. Government Manual](#): Official handbook of the federal government, offering information on the agencies of the legislative, judicial, and executive branches of the U.S. Federal Government.
- [The Washington Information Directory](#): Topically organized reference resource that lists contact information for federal agencies and nongovernmental organizations in the Washington Accessed through the Cornell Library System. Use your NetID to login.
- [Senate Employment Bulletin](#)
- [US House of Representatives](#): subscribe to the weekly employment/internship bulletin.
- [White House Internships](#)

NGOs

- [World Association of NGOs \(WANGO\)](#): Worldwide NGO directory
- [NIRA's World Directory of Think Tanks](#)

More Resources

- [DC Public Affairs + Communications Jobs](#): Washington DC area jobs and internships in public affairs, communications, public relations, media, web development, lobbying and related fields.
- [CauseIQ](#): Directory of non-profits in DC
- [ProBono.net/DC](#): Consortium of DC legal services providers.
- [DCCourts.gov](#): District of Columbia Courts offer students interested in law, public administration, criminal justice, and social services.
- [BuiltIn.com](#): Tech & startup Jobs from top companies & startups
- [StartGuide](#): List of leading US progressive organizations.
- [American Foreign Service Association](#): List of resources and organizations for students interested in foreign service.
- [DiversityJobs.com](#)
- [Directory of Associations](#): Comprehensive directory of local, state, national and international professional associations. Many associations offer internships themselves or have listings for internships with member organizations.
- [Occupational Outlook Handbook](#) - United States Department of Labor's Bureau of Labor Statistics that includes information about the nature of work, working conditions, training and education, earnings, and job outlook for hundreds of different occupations in the United States.

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Public Policy

Spring 2024



ABOUT CIW

Open to students from any college and any major

Cornell in Washington, through the Brooks School of Public Policy, provides a transformational semester through a Washington internship, world-class courses, and signature D.C. experiences.

COURSE HIGHLIGHTS

- Experiential Learning in Policy Making in Washington D.C. (required core course)
- American Defense Policy & Military History
- Constitutional Law
- History of the U.S. Senate
- The Economics and Regulation of Risky Health Behaviors
- US and the Middle East
- Inside Congress
- Enduring Global and American Issues

EVENTS

- Info Session: 1/29, 4:30, 122 Rockefeller
- ClubFest: 2/4, 11 - 1, Barton Hall
- Info Session: 2/9, 12:00, 1219 MVR
- Alumni Panel/Reception: 2/15, 5:00, 1219 MVR
- Cato Institute Info Session: 2/21, 4:30, Zoom
- Info Session: 3/5, 4:00, Zoom



RSVP on CampusGroups

APPLY

Summer 2024: Now - March 31

Fall 2024: Now - June 30

Spring 2025 - Now - Nov 30

If interested after a deadline
email ldb27@cornell.edu



Transform
knowledge
into action



Build your
professional
network



Experience the
best DC has to
offer



publicpolicy.cornell.edu/CIW



CWASH@cornell.edu



2201 MVR Hall, Ithaca, NY



2148 O Street, NW Washington, DC 20037



LIVE

- CIW is a residential program. Undergraduate students are required to live in the CIW Wolpe Center.
- The Wolpe Center is a secure, Cornell owned and operated building .
- The Wolpe Center is centrally located near DuPont Circle, close to stores, restaurants and public transportation.
- Cornell residential staff live in the Wolpe Center to assist students.
- Apartment style rooms feature full kitchens and baths. Laundry facilities on each floor.
- Signature experiences include trolley tours of the city, sporting events, visits to museums and more.
- Students are discouraged from bringing a car. No street parking is available and proof of paid parking must be provided.



LEARN

- All CIW classes are Cornell courses that will appear on a transcript.
- Courses are taught by leading Cornell faculty and DC professionals who are experts in their field.
- Student internships and CIW signature experiences are incorporated into courses.
- Fall/Spring: Enroll in one core course (required) and two or three electives.
- Summer: Enroll in one or two electives.
- All courses are 4 credits and must be taken for letter grades.
- Many courses are held in the evenings to accomodate student internships.
- Classes are in-person, located in the Wolpe Center.
- Tuition rates are the same as on-campus.



INTERN

- Students are free to pursue internships in any area of interest.
- Fall/Spring: Part-time internship is required.
- Summer: Full-time internship is optional.
- Students receive academic credit for coursework.
- Internships can be unpaid or paid, this is determined by each employer.
- CIW helps with: document review; interview prep; networking connections; internship resources.
- CIW offers: internship workshops; 1:1 advising appointments; database of 1000s of internships held by CIW participants.
- Speak with CIW Student Ambassadors to learn about working and living in DC.



Fall

- Late August - Mid December
- Cornell students only
- 2nd term sophomore or later



Spring

- Late January - Mid May
- Cornell students only
- 2nd term sophomore or later



Summer

- June & July (8 weeks)
- Cornell students only
- At least 1 year of college

CIW ADVISING: Email questions or make an appointment

Lyndsey Bullock
Assistant Director of Recruitment
 LDB27@cornell.edu
 2201 MVR Hall, Ithaca, NY

Student Ambassadors

Kannah Greer: kg396@cornell.edu
 Grace Affeldt: gla34@cornell.edu
 Nick Weising: ngw34@cornell.edu

Internship Search

Finding an internship might seem a bit intimidating, but follow the process outlined here and you will have a good set of opportunities from which to choose. Think about what kind of internship you want. That means both issue areas (climate change, micro finance, educational, urban issues, etc) and type of organization (government, non-profit, private). *CAPS students should look for a China-related internship.*

Define Your Search > Search for Potential Internships > Build Your Application Materials > Apply

1. Define Your Search

Ask yourself the basics:

- What sector/industry are you interested in?
- What skills do you want to develop through this internship?
- What size organization do you want to be a part of?
- Do you need to find a paid internship?
- Are you interested in a government internship that requires extra application time for background checks?

Explore options:

- Ask professors, advisors, older students, and family members how they chose their careers.
- Research lesser-known organizations within the same area.
- If your heart is set on an organization, consider different internships within the company to get your foot in the door.
- Check out the Career Library offered by the Cornell Career Services.

Cast a wide net

- If the organization your heart was set on didn't hire you or doesn't have an official internship program, don't let that closed door stop you from pushing another one open.
- There are more ways than one to get an internship. Think about how you defined your search and re-strategize from that foundation.

2. Search for Potential Internships

Narrow your search. Think of 3 areas or professional key words you're interested in and focus on those postings. Some organizations don't post internship positions on job listing websites like the ones above. If that's the case, check out their website for internship opportunities. Is there an organization you're interested in that doesn't have an established internship program? Contact an HR representative from the organization about creating an internship position.

3. Build Your Application Materials

- Cornell Career Services offers many [workshops and events](#) to introduce you to the process of applying to a position and following up.
- Check out the [Career Development Toolkit through Canvas](#): a set of modules consisting of a series of ordered pages with built-in interactive activities.
- Use [Cornell OptimalResume](#) to build resumes & cover letters and prepare for interviews.
- See a good outline of how to do both of these at [Cornell Career Services: cover letters](#) and [resumes](#). Use Cornell Optimal Resume. Feel free to send your materials to Lyndsey Bullock (Assistant Director of Recruitment for CIW) for review, ldb27@cornell.edu
- Keep copies of all your materials.

4. Apply

- Use a spread sheet to keep track of the organizations/internships you are interested in and apply to.
- Send your cover letters and resumes to the internships. Use the organization's web site to find a specific contact for internships; if one is not listed, try to find someone who is connected to the area in which you are working. Include a copy of the CIW program description.
- If the employer does not state a preference as to submission method, email is the most widely accepted and often preferred.
- Because emailed application materials are often printed by the employer for distribution to interviewers, you should send your materials in PDF format, as an attachment, rather than in the body of the email. Keep the email body text brief, directing the reader to the attachments.
- Once you've submitted your application, think of connections in your network who might be able to put in a good word for you.
- Ensure your voicemail is setup and appropriate, as employers may call to invite you to interview.
- While you wait, continue searching for other possible internships.
- When you get an offer, make sure to ask what you'll be doing and who will be supervising you before you decide whether to accept. Do not accept more than one offer.



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Government

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NGOs

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- [NIRA's World Directory of Think Tanks](#)

More Resources

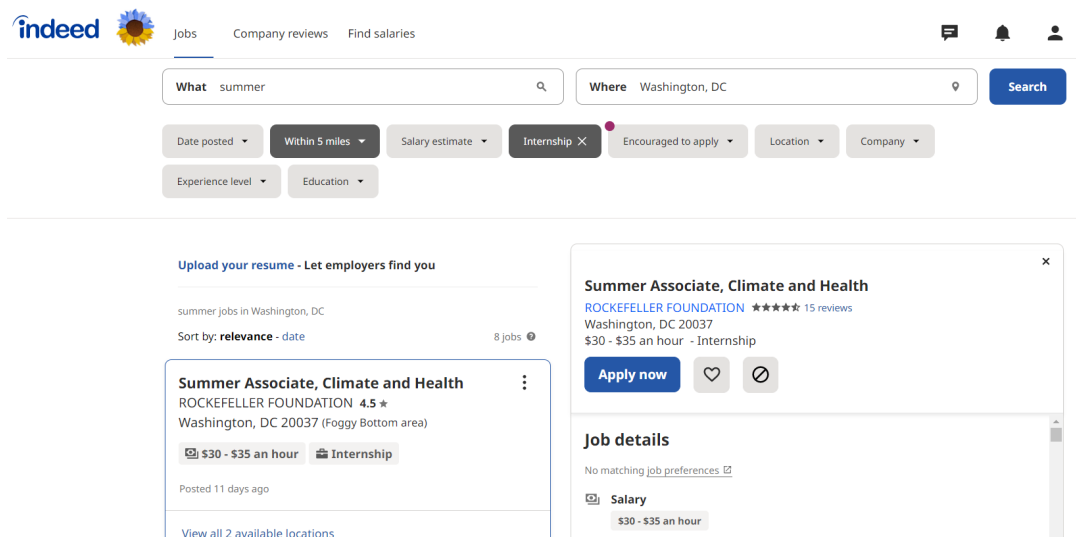
- [DC Public Affairs + Communications Jobs](#): Washington DC area jobs and internships in public affairs, communications, public relations, media, web development, lobbying and related fields.
- [CauseIQ](#): Directory of non-profits in DC
- [ProBono.net/DC](#): Consortium of DC legal services providers.
- [DCCourts.gov](#): District of Columbia Courts offer students interested in law, public administration, criminal justice, and social services.
- [BuiltIn.com](#): Tech & startup Jobs from top companies & startups
- [StartGuide](#): List of leading US progressive organizations.
- [American Foreign Service Association](#): List of resources and organizations for students interested in foreign service.
- [DiversityJobs.com](#)
- [Directory of Associations](#): Comprehensive directory of local, state, national and international professional associations. Many associations offer internships themselves or have listings for internships with member organizations.
- [Occupational Outlook Handbook](#) - United States Department of Labor's Bureau of Labor Statistics that includes information about the nature of work, working conditions, training and education, earnings, and job outlook for hundreds of different occupations in the United States.

Set-Up a Job Search Alert

Job search alerts are available on most large job search engines (Indeed, Idealist, Handshake, LinkedIn, etc.). Below you can see how a job search alert is set-up on Indeed.com. Other websites are very similar.

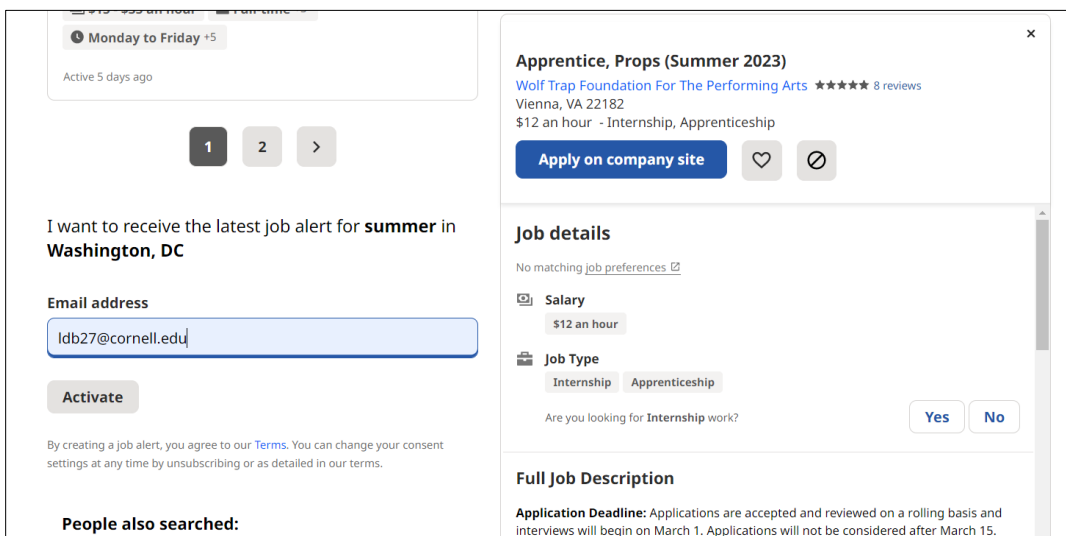
1. Enter your search parameters. We recommend using:
 - Washington, DC as your *Location*
 - Within 5 miles for the *Distance*
 - Internship for *Job Type*

The keywords can be the term you are looking (fall, spring, summer) or your area of interest (policy, law, healthcare, politics, etc.).



The screenshot shows the Indeed job search interface. At the top, there are navigation links for 'Jobs', 'Company reviews', and 'Find salaries'. The search bar contains 'What summer' and 'Where Washington, DC'. Below the search bar are several filter buttons: 'Date posted', 'Within 5 miles', 'Salary estimate', 'Internship X', 'Encouraged to apply', 'Location', 'Company', 'Experience level', and 'Education'. On the left, there is a section for 'Upload your resume - Let employers find you' and a list of search results. The first result is 'Summer Associate, Climate and Health' at the Rockefeller Foundation, with a salary of '\$30 - \$35 an hour' and 'Internship' type. On the right, a detailed view of this job listing is shown, including the company name, location, salary, and an 'Apply now' button.

2. Once you have your desired search parameters, scroll down to the bottom. Enter your email address to receive job alerts. Click Activate. You will now get daily emails summarizing internship listings that match your parameters.
3. You can set up as many different alerts as you wish with different parameters focused on your areas of interest. For example, you could have an alert using the keyword “policy” and another alert using the keyword “healthcare”.



The screenshot shows the 'Activate' dialog box for setting up a job search alert. On the left, there is a section for 'Monday to Friday +5' with a calendar icon and a '1 2 >' navigation bar. Below this, the text reads 'I want to receive the latest job alert for summer in Washington, DC'. There is a text input field for 'Email address' containing 'ldb27@cornell.edu' and an 'Activate' button. At the bottom, there is a disclaimer: 'By creating a job alert, you agree to our Terms. You can change your consent settings at any time by unsubscribing or as detailed in our terms.' On the right, a detailed view of a job listing is shown, including the title 'Apprentice, Props (Summer 2023)', company name 'Wolf Trap Foundation For The Performing Arts', location 'Vienna, VA 22182', salary '\$12 an hour - Internship, Apprenticeship', and an 'Apply on company site' button. Below this, there is a 'Job details' section with 'No matching job preferences' and a 'Salary' section with '\$12 an hour'. There is also a 'Job Type' section with 'Internship' and 'Apprenticeship' options. At the bottom, there is a question 'Are you looking for Internship work?' with 'Yes' and 'No' buttons. Finally, there is a 'Full Job Description' section with an 'Application Deadline' of March 15.



Internship Search Checklist

- Hold interest meeting with CIW
- Hold meeting with CIW Student Ambassador
- Identify the types of internships desired
- Draft/Update your resume and cover letter
- Have resume and cover letter reviewed by CIW
- Identify a writing sample and 3 potential references
- Review the CIW internship guide, weekly newsletters & databases
- Create accounts & alerts on job search sites
- Attend CIW internship meeting
- Find 10-15 (fall/spring) or 20-25 (summer) internship openings
- Submit internship applications consistently & track your submissions
- Practice and prepare for internship interviews



INTERNSHIP SEARCH QUICKGUIDE

Gather Information

Schedule meetings to collect ideas and make new connections

- Cornell in Washington Assistant Director
- Cornell in Washington Student Ambassador
- Academic advisor and faculty members
- Career Services Office
- Peer mentors
- Professional or personal network
- Alumni

Get Your Documents Together

Application materials are an employers first impression of you

- Draft your resume and cover letter
- Have your resume and cover letter reviewed by CIW or career services
- Select a writing sample
- Identify and ask permission from 3 references
- Regularly update your resume with new activities, positions and achievements

Get Ready to Talk About Yourself

Prepare for interviews for the best chance of getting the offer

- Outline your strengths, relevant experiences and interests
- Schedule a practice interview with CIW or career services
- Review common interview questions
- Practice with friends and family
- Have questions ready to ask the employer
- Research each employer and interviewer
- Get professional interview attire
- Remember to send a thank you after each interview

Search for Opportunities

Use a variety of resources to identify internships

- Read the CIW Internship Search Guide
- Create accounts in Handshake, Indeed, Idealist & LinkedIn, follow recommended & relevant employers and set-up job search alerts
- Read the CIW Weekly Internship Newsletter
- Review the CIW internship databases
- Look at professional association websites for your areas of interest

CAST A WIDE NET

- Keep an open mind and apply to anything that is of interest.
- Think outside the box, there are lots of different ways to gain the experience you are looking for.

APPLY CONSISTENTLY

- Continue to submit applications, don't wait to hear back from each one.
- Set-up job search alerts to identify new postings easily.

KEEP TRACK + FOLLOW-UP

- Track application deadlines
- Record where and when you apply
- Send a follow-up email restating your interest

Plan Ahead - It's never too early to start searching



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Resume

There is no such thing as a perfect resume, which can be used for all employers. You may, in fact, want to have more than one resume, so that you can choose, organize, and emphasize your background effectively to different potential employers.

Take time to prepare a resume that is informative and effective. This is often the first example of your writing that employers will read. If it is poorly organized, untidy, or words are misspelled, you've already created a negative impression. Bear in mind that it is estimated that decisions about whether to interview you may be based on as little as a 60 second review of your resume!

While there are some general rules to bear in mind, such as adhering to brevity and listing highlights in reverse chronological order, each student has special skills and experience to offer to potential employers. You should make every effort to differentiate yourself by effectively marketing those unique qualifications.

It is also important to remember what a resume should not be. It is NOT necessarily a listing of every work, educational and outside interest you have ever had. Anything on your resume becomes “fair game” in an interview.

Content

- Addresses, Telephone Numbers and Email - Your name should be printed at the top of the page, in the center, in capital letters and/or bold type. You may want to use both your school and home address, depending upon where you are seeking employment. We suggest you use your Cornell email address.
- Educational Background - List schools attended in reverse chronological order, including, if applicable, any school from which you may have transferred. Under each institution, list honors, extracurricular activities, sports, etc. Note leadership positions - president, chairperson, captain, etc.
- Grades - Inclusion/exclusion of grades is an important issue to consider when drafting your resume. You can include your full GPA, GPA in your major, or nothing at all. We strongly encourage you to speak with one of us if you have any uncertainty.
- Honors and Awards - Membership on a journal, receipt of an award or any other accomplishment that results from an academically oriented selection process should be listed on your resume, usually in order of prestige.
- Experience - List in reverse chronological order. You may want to call attention to relevant experience by listing it separately from other experience. Volunteer experience should not be overlooked. Include a brief description beginning each phrase with an action verb. Consider the examples on the following pages.
- References - Do not include references on your resume. Instead, prepare a separate Reference Sheet which you should have available at interviews, if requested.

Design

A one-page resume is preferred, especially for applications to private sector employers. Eliminate sentences, especially first-person narrative; use phrases to elaborate on accomplishments.

Your resume should look neat, traditional, and easy to read. Clean, simple resumes are preferred by all types of employers. Use simple and often-used fonts — Times New Roman (the font you are now reading) is a good choice. Do not use a type size smaller than 10 point or larger than 12 point in the body of your resume (although your name can be a little larger). We suggest either a left-justified or an indented style format, depending on your personal preference and how much information you plan to include on your resume. Make the best use of space. Experiment with capital letters, bold face type, italics. Leave white space in your resume.

Check and double check for errors BEFORE SENDING!!! Proofread, Proofread, Proofread, and then ask someone else to proofread your final resume copy. It is very easy to see what we expect to be on the resume, rather than what is there. Even if numerous other people have looked over your resumes, you are ultimately responsible for your resume, and errors will be attributed to you alone.



NAME

Address, City, State, Zip | (607) 607-0000 | NetID@cornell.edu
LinkedIn URL

EDUCATION

CORNELL BROOKS SCHOOL OF PUBLIC POLICY

Candidate for Bachelor of Science in Policy Analysis and Management

Honors:

Relevant Coursework:

Ithaca, NY

May 2025

GPA X.X

HIGH SCHOOL

Degree

Honors:

Activities:

City, State/Country
Graduation Month Year

RELEVANT WORK/PROFESSIONAL EXPERIENCE

NAME OF ORGANIZATION

Position

- Describe achievements in results-orientated style...action verb + outcome/result or purpose (quantify if possible)

City, State/Country
Month/Year - Month/Year

LEADERSHIP (DELETE SECTION IF NOT APPLICABLE)

NAME OF ORGANIZATION/GROUP/CLUB

Position

- Describe achievements in results-orientated style...action verb + outcome/result or purpose (quantify if possible)

City, State/Country
Month/Year - Month/Year

ACTIVITIES (DELETE SECTION IF NOT APPLICABLE)

NAME OF ORGANIZATION/GROUP/CLUB

Position

- Describe achievements in results-orientated style...action verb + outcome/result or purpose (quantify if possible)

City, State/Country
Month/Year - Month/Year

RESEARCH (DELETE SECTION IF NOT APPLICABLE)

NAME OF ORGANIZATION/GROUP/CLUB

Position

- Describe achievements in results-orientated style...action verb + outcome/result or purpose (quantify if possible)

City, State/Country
Month/Year - Month/Year

SKILLS & INTERESTS

- Language: list
- Technical Skills: list
- Skills: list
- Certifications: list
- Interests: list

Action Verbs

accomplished	demonstrated	launched	revised
accounted	described	lectured	revitalized
achieved	designated	led	scheduled
acquired	designed	liquidated	schooled
acted	detected	lobbied	screened
activated	determined	located	secured
adapted	developed	maintained	selected
addressed	devised	managed	served
administered	directed	manipulated	serviced
adopted	discharged	marketed	set
advanced	discovered	measured	settled
advised	displayed	mediated	set up
advocated	distinguished	minimized	shaped
aided	distributed	mobilized	showed
allocated	diversified	moderated	simplified
analyzed	documented	modernized	sold
anticipated	doubled	modified	solidified
applied	drafted	monitored	solved
appointed	earned	motivated	sorted
appraised	edited	negotiated	specified
approved	educated	observed	
arbitrated	effected	obtained	
arranged	eliminated	operated	
assembled	employed	ordered	
assessed	enabled	organized	
assigned	encouraged	remodeled	
assisted	enforced	renegotiated	
attained	engineered	reorganized	
audited	enlisted	repaired	
augmented	established	reported	
authored	instructed	represented	
automated	integrated	researched	
averted	interpreted	reshaped	
avoided	interviewed	resolved	
balanced	introduced	responded	
decided	invented	restored	
decreased	invested	restructured	
defined	investigated	retrieved	
delegated	involved	reversed	
delivered	judged	reviewed	

Cover Letter

There are two opposite, yet equally wrong, myths about cover letters that we must dispel right away. First: “A cover letter is just a rehashing of the resume.” Wrong - that would be a waste of time. A cover letter which recites one's experience in reverse chronological order is a duplication of the resume. Second: “You shouldn't use anything from your resume in a cover letter.” Wrong again - you don't need to come up with totally new material. A cover letter which is completely unconnected to the resume may do you a disservice if the letter and resume are ever separated.

You should strive for a middle ground: a strong cover letter introduces your resume by highlighting the components which are most relevant to the job and supplements the resume with important information which does not easily fit on the resume.

Appearance, Form, Style

Try to limit the letter to three-quarters of a page in length. Remember, your letter will be read by someone with limited time and needs to be designed for clarity and impact.

Your name, address, and telephone number should be typed on the letter. It is preferable to use standard business form, with your address and telephone number and the date at the top right, and the addressee's name, title, and address at the left, above the salutation. At the close of the letter, your full name should be typed just below your signature. Letters should be addressed using the appropriate title in the salutation. Never use a first name unless you know the addressee personally.

Like the resume, your cover letter should be carefully drafted and typed. Don't just rely on spell check, since some mistakes will not be caught by spell check. Have a friend read over the final draft to make sure that it is typo-free, as your ability to draft a document is of great importance to all employers.

What Do I Put in the Letter?

First paragraph: Who Are You, Why are You Writing, Why this Employer?

The first paragraph of the letter should identify you as a Cornell student and indicate the kind of position you are seeking (summer or academic year). In addition, you should express the reason you have selected the employer, (e.g., long range goals or interest in the profession), calling attention to anything you may have on your resume, or in your background, that attracts you.

Second Paragraph: What Do You Have to Offer?

This paragraph should begin with a topic sentence indicating the skill(s)/interest(s) that will be useful to the employer. Then, use the remainder of the paragraph to demonstrate these skill(s)/interest(s) using specific examples from your experience and education. You can draft two paragraphs of this kind if you have two distinct themes you'd like to present

Closing paragraph: What Do You Want to Do About It?

Use the final paragraph to thank the employer for their time and consideration.

Use the same heading as your resume

Date

Name of Employer

Mailing Address

City, State, Zip

Dear [Name of Contact]

First paragraph: Who Are You, Why are You Writing, Why this Employer?

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Second Paragraph: What Do You Have to Offer?

Don't just restate your resume. This paragraph should begin with a topic sentence indicating the skill(s)/interest(s) that will be useful to the employer. Then, use the remainder of the paragraph to demonstrate these skill(s)/interest(s) using specific examples from your experience and education. You can draft two paragraphs of this kind if you have two distinct themes you'd like to present.

Closing paragraph: What Do You Want to Do About It?

Use the final paragraph to thank the employer for their time and consideration.

Sincerely,

[Your Name]

Interviews

Employers will want to speak with you before offering you a position. They want to learn more about your experiences, skills, and personality. Being able to verbalize your interests and describe situations that exemplify your strengths are key to succeeding in your internship search.

Before

- Research in advance the position and organization you are applying for. Find out what kind of interview to expect and obtain a detailed internship description.
- Practice your interviewing skills. Consider scheduling a mock/practice interview with our Assistant Director of Recruitment or a career counselor. Familiarize yourself with the types of questions interviewers will ask and use interviewing tools such as OptimalResume to practice and record practice interviews.
- Know your resume. Every single word on your resume is fair game for the interviewer. Go over your resume line by line and make sure you are ready to answer questions about each item.
- For in-person interviews:
 - Make copies of the following documents to bring with you: resume, writing sample (if requested), reference list, and transcript.
 - Make a good impression by dressing appropriately and professionally.
 - Carry your documents in a neat-looking portfolio.
 - Know where the interview is and sure to leave plenty of time to deal with any delays or issues.

During

- During the interview, demonstrate how you can meet the employers needs and goals, be positive, and be enthusiastic. Use proper grammar and language.
- Be prepared to “carry” the interview. Most people who interview you are in the profession, not human resources. There will be a wide variety in the abilities of your interviewers. Have questions prepared to keep the conversation going.
- Listen. Some interviewers like to do all the talking; try not to interrupt too often. Ironically, many interviewers will have a positive feeling about an interview in which they did a lot of the talking.
- Focus on the positive. Don't gloss over the possible negatives, but don't spend valuable interview time making excuses. Practice answering the hardest questions beforehand through a mock interview or role playing with a friend.
- Be Honest. Your word is one of your greatest assets. When in doubt, tell the truth.

After

- Afterwards, reflect on your performance after the interview. Ask yourself; was I prepared? What do I need to work on?
- After each interview, follow up with a thank you email or letter to the interviewer expressing your appreciation.

Common Interview Questions to Prepare For:

- Questions to determine your drive, motivation, and goals:
 - Tell me about yourself.
 - Why did you choose to major in.....?
 - What are your goals for the future?
 - What has been your favorite class so far, and why?
 - What extracurricular activities have you enjoyed the most?
 - Where do you get your news from?
 - Tell us about the last piece of news you saw/read?
 - What was the last book that you read?
- Questions to determine your knowledge of the organization:
 - Why do you want to intern here?
 - What do you think it takes to be successful here?
 - Why are you interested in this position?
 - Is there any area of particular interest within our organization that you would want to work in?
 - For Congress: what do you know about the issues confronting our district/state?
- Questions to determine your knowledge of your skills and abilities:
 - What is your workstyle in a fast-paced environment?
 - What achievement has been most satisfying and why?
 - What are your strengths and weaknesses?
 - What would your previous co-workers say about you?
 - What qualities do you believe you have that would make you a good fit for this position?
 - How do you plan and organize a major project?
 - What experience do you have working on a team?
 - How does your previous experience from other positions] apply to this role?
 - Do you have any background in with customer service?
 - In a previous job, have you ever had to do monotonous tasks, and how did you handle it?
- Behavioral questions
 - Can you tell me about a time when you failed or made a mistake, how did you handle it?
 - Tell me about a time you showed leadership?
 - Tell me about a time you faced an obstacle, what did you do?
 - Tell me about a time when you went above and beyond in a job?
 - Tell me about a time when you had to work in a team. What role did you play?
 - Can you tell us about a time where you disagreed with feedback that you had gotten, and how you handled that?

“Do you have any questions for me?” (aka Questions You Can Ask Them)

When you are asked if you have any questions, you have the perfect opportunity to get the information you need to evaluate whether you want to work for a particular employer. Remember: do enough research before the interview to guarantee that you won't ask a question whose answer can easily be found on the employer's website or in other research resources.

- What do you believe makes a successful intern?
- What might the first week or two of my internship be like?
- What are typical assignments for interns?
- What projects is the organization currently most focused on?
- Who would I be working with most closely?
- What do you do on a typical day? What did you do yesterday?
- What is the most interesting matter you are working on now?
- Can you tell me more about your career path?
- Can you recommend anything I could do/read before the start of the internship to help prepare for the work that awaits me here?
- What do you know now that you wish you'd known when you were in my position?

After the Interview

- Take a moment after the interview to write down your impressions and evaluation of the internship and the organization. This will help later on when you make your decision on which internship you want accept.
- Be sure to send Thank You emails to anyone you spoke with.

Quick Tips for Crafting your Interview Answers

<https://wizardsourcer.com/how-to-master-the-star-method-in-interviews/>

****Use "STAR Method" when answering questions*

S	T	A	R
Situation	Task	Action	Result
Introduce the situation to the employer and set the context	Describe the task you had to complete, including the expectations and challenges it would involve	Explain what you did, and how you did it	End with the results of your efforts, including accomplishments, rewards, and impact

1. Situation

Describe the specifics of the situation that you want to highlight. Give them the background and as much detail as possible. This will help the interviewers get an idea of what you were dealing with. Set the scene to get them into the mindset you were in when you were dealing with the issue.

2. Task

What is the goal you were trying to achieve? Again, be specific, so the interviewers understand what you were working towards. Tell the story and let them know what the results were to be successful in your mind.

3. Action

Talk your interviewers through the specific actions you took to work towards your goal. While you can let them know what others contributed as well, they are only concerned with the actions that you took. They are interviewing you after all. Sometimes we tend to play down our contributions because it can seem boastful. This is not the time for that! Make sure they know how awesome you are and what you can accomplish if you join their team.

4. Result

This is where you can really play up your effectiveness. Let the interview team know the success of the project. Where possible, include details like the specific amount of money saved or other clearly defined facts that show how much your efforts were important to the bottom line of the company. Ultimately let them know what results you could also provide to their company if they offer you the position.

Financial Aid, Grants and Scholarships

Cornell Resources

- Cornell: Financial Aid Office, <https://finaid.cornell.edu/>
<https://finaid.cornell.edu/types-aid/grants-and-scholarships>
- Cornell: Summer Financial Aid, <https://finaid.cornell.edu/special-circumstances/summerwinter-session>
- Brooks School Opportunity Grants, <https://publicpolicy.cornell.edu/experience/student-opportunity-grants/>
- Cornell Club of Washington, Conable Award, <https://www.cornellclubdc.org/page-1475159>
- SCE Scholarship for Off-Campus Programs within the U.S., <https://sce.cornell.edu/courses/tuition/financial-aid>
- Experience Cornell Summer Student Contribution Waiver, <https://finaid.cornell.edu/experience-cornell-student-contribution-waiver-request>
- Experience.Cornell: Fellowships & Funding, https://experience.cornell.edu/opportunities?keys=&field_category_target_id%5B469%5D=469
- Cornell Career Services: Internship Funding Options, <https://scl.cornell.edu/get-involved/career-services/jobs-and-internships/internship-funding-options>

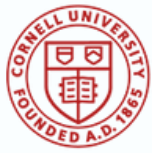
Additional Resources

- FinAid.org, <https://finaid.org/>
- CollegeBoard.com, <https://signup.collegeboard.org/scholarship-search/>
- Scholarships.com, <https://www.scholarships.com/>
- FastWeb, <https://www.fastweb.com/>
- CollegeGrants.org, <https://www.collegegrants.org/>
- Career One Stop, <https://www.careeronestop.org/toolkit/training/find-scholarships.aspx>
- Unigo.com, <https://www.unigo.com/scholarships/undergraduate-students>
- Educators for Fair Consideration – Scholarship list for immigrant/undocumented students, <https://immigrantsrising.org/resources/>
- My Documented Life - scholarships and information for undocumented students, <https://mydocumentedlife.org/category/college-scholarships/>
- ROTC: [Air Force](#) , [Navy](#) , [Army](#)
- Financial Aid Programs by State, https://www.nasfaa.org/State_Financial_Aid_Programs
- Department of Education: Federal Student Aid: Scholarships, <https://studentaid.gov/understand-aid/types/scholarships>
- Department of Education Grants: <https://www2.ed.gov/fund/grants-apply.html?src=ft>

Professional Attire & Travel Funding

Cornell Resources

- The Wardrobe, <https://www.cornellwardrobe.org/team>
- Access Fund, <https://scl.cornell.edu/identity-resources/first-generation-low-income-student-support/access-fund>
- Professional Development Fund, <https://as.cornell.edu/careers/student-funding-opportunities>



Cornell Brooks
Public Policy

Cornell in Washington

