

# Guide to Applying for the LAESF: LANL Scholars Internship Program at Los Alamos National Laboratory (LANL)

## Expectations

- Interns in this program are typically expected to be available to work full-time hours or near full-time hours for 10-12 weeks.
- Interns are expected to participate in professional development opportunities and participate in a presentation session at the end of the summer. Interns will present on their summer internship project.
- Scholarship recipients who are currently employed by LANL should NOT apply to this job ad.

## Eligibility Requirements

Students who wish to participate in this internship program at LANL must meet the following requirements:

- Be a current recipient of this year's LAESF scholarship.
- Be at least 16 years of age at the time the internship begins.
- Be a US citizen.
- Have and maintain a minimum cumulative GPA of 3.0 on a 4.0 scale.
- Pass a new employment drug test. The Laboratory requires successful applicants to complete a new employment drug test and maintains a substance abuse policy that includes random drug testing.
- Provide documentation of acceptance into an undergraduate program, if the student has not yet started an undergraduate program and/or enrolled in courses. This will be required later at the time hiring paperwork is completed.
- Once the student starts an undergraduate program, the student must enroll in and successfully complete a minimum of 12 undergraduate credit hours per semester.

## First Step: Complete the Online Application by 11:59PM on **March 6, 2022** Deadline

1. On the [Careers webpage](#), select Apply now in the upper right-hand corner
2. Enter **IRC91071** in the Vacancy Name/Keywords field and click Search
3. Click on **IRC91071** in the Vacancy Name column to read the job description
4. Click on the icon in the Apply Now column to bring up the Registration or Login page
5. Register for an account if it is your first time applying for a position at the Lab or login if you already have an account.
6. Complete the online form, upload all required documents, and submit the application. NOTE: Your application will not be considered until all documents have been received.

## Required Documents

To apply for the internship program, you must upload a 1) cover letter, 2) resume, 3) current transcript, and 4) an acceptance letter to college/university to the online application. In the cover letter, indicate two or three disciplines in which you are interested in interning. For example, if your goal is to become a surgeon but you are also interested in environmental science, consider listing biology, chemistry, and environmental science as disciplines of interest in your cover letter.

Include the following information in your cover letter:

- Explain your academic and professional goals
- Two or three disciplines in which you are interested in interning
- The experiences and skills that have prepared you to successfully complete an internship including leadership, communication, or technical

### **The Selection Process**

Mentors will contact prospective interns directly. Interviews may be informal phone conversations or formal in-person interviews so it is recommended you prepare for both situations. Mentors may begin contacting students in mid **March 2022** at the earliest.

Prepare a list of questions in advance to ask about the internship such as:

- Could you tell me more about the work done in your organization?
- What kinds of projects will I work on as an intern?
- What will a typical workday be like?
- Who will I be working with and how much interaction will I have with other employees?
- What days and hours will I be working? If you have a vacation planned during the summer, you need to let the prospective mentor know.

### **The Hiring Process**

Students who are selected for an internship will be contacted by Cassandra Casperson regarding required paperwork and students should be prepared to complete the paper in a week or less, due to the short time-frame.

### **Contact Information**

Issues with the online application should be directed to [applyhelp@lanl.gov](mailto:applyhelp@lanl.gov) or (505)665-4444, opt. 1. All remaining questions about the internship program should be directed to Cassandra Casperson.

Cassandra Casperson  
Internship Coordinator  
Student Programs Office  
[casperson@lanl.gov](mailto:casperson@lanl.gov)  
(505)667-4866