# LIBRARY

**LIBRARY OF CONGRESS**

HOW TO APPLY FOR THE

# Junior Fellows Summer Intern Program

# OPPORTUNITY

The Junior Fellows Program is a paid, ten-week, summer internship for undergraduate and graduate students. Junior Fellows work remotely OR onsite with Library of Congress collections under the guidance of specialists and curators, gaining professional experience and producing a portfolio of work that increases access to the institution's resources.

**Key Dates**
- Monday, Nov. 27, 2023: Application deadline
- Monday, May 20, 2024: Program starts
- Friday, July 26, 2024: Program ends

Photo credits: Shawn Miller.

**1** **Prepare to apply**
Read the full description of the Junior Fellows Program on the Library's Internships and Fellowships Opportunities portal, and get familiar with the expectations and eligibility criteria. Read through the list of projects and look for topics that align with your interests and goals.

**2** **Create a login.gov account**
If this is your first time applying through USAJOBS.gov, you'll want to create a login.gov account. Next, create a profile in USAJOBS.gov.

**3** **Read the job posting thoroughly**
Click the USAJOBS.gov link from the full Junior Fellows Program description to access the job posting and preview the vacancy questions. There will be separate links for the **remote** and **onsite** postings.

## 4 Represent yourself in writing

Craft your responses to the vacancy questions with care and consideration. This is your opportunity to demonstrate originality, writing skills and critical thinking as you share your background, interests and career goals and how your experience aligns with the specific project(s) you are selecting.

## 5 Request feedback

Ask a faculty member, friend, or colleague to review your written responses and resume. Take advantage of career center assistance or other application review services your school may offer.

## 6 Request your transcript

Request [your transcript](#) through your university. Because delivery can take a while, try to request your transcript as early as you can.

## 7 Build your resume

Build your [federal style resume](#) in USAJOBS.gov. If you have an existing resume, be sure to convert it to federal style before uploading.

## 8 Gather your references

You don't need to submit letters of reference for the application, but you'll want to give your references a heads up that you'll be submitting their names and contact info. Your references will be contacted only if you are selected for the internship.

## 9 Proofread

Carefully proofread all documents to make sure they are accurate and represent your qualifications and experiences.

## 10 Submit the Application

Double check that you have all the required materials. When you have all your materials prepared, you're ready to submit the application via USAJOBS.gov. **The deadline is 11:59 p.m. ET on Monday, November 27, 2023**.

# QUESTIONS?

————

Be sure to check out the [FAQs for JFP](#) in the full description of the program. If you can't find your answer in the FAQs, feel free to email us: **juniorfellows@loc.gov**.