

National Archives & Records Administration (NARA) Voluntary Internship Application

We are now accepting Spring 2025 applications until the 11/15/2024 deadline! Visit [NARA's Voluntary Internship Program page](#) for more information on the program, to register to receive program updates, internship details, and application reminders. For details about Spring 2025 internships, visit the [Spring 2025 Voluntary Internships Opportunities page](#).

OMB Control No. 3095-0060

Expiration date 09/30/2027

NA Form 3060A (02-24)

Privacy Act Statement and Paperwork Reduction Act Public Burden Statement on final page

Thank you for your interest in the National Archives and Records Administration (NARA). NARA is an independent agency created in 1934 to identify, protect, preserve, and make publicly available the historically valuable records of all three branches of the federal government. For more information about NARA, visit <https://www.archives.gov/>.

Please complete this application to apply for the NARA Voluntary Internship Program.

Eligibility: Current high school, undergraduate, and graduate students, as well as former students who graduated within the past three years, are eligible for internships. U.S. citizenship is required and selected interns must submit to a full background check. Applicants must be at least 16 years of age at the time of the internship.

Dates: Summer internships will start in late May or early June, and generally last 10 weeks. Fall and Spring 2025 internships schedules will begin in September and late January/early February (respectively) and generally last 12 weeks.

Pre-fill responses, then click "Get link"

include the reasons why you are a strong candidate for your internship opportunity or

choice. If you are interested in more than one internship, use one cover letter to highlight your interest in and qualifications for each opportunity.

Multiple Submissions: We will review only your latest application submission (of which you will receive a copy, after submission). If you make an error or would like to change any answers, please submit a new application. Use the same email address that you did previously so we can identify the correct application.

Application Deadlines:

- Spring 2025: from Monday 11/4/2024 through Friday 11/15/2024
- Summer 2025: from Monday 3/10/2025 through Friday 3/21/2025
- Fall 2025: from Monday 6/30/2025 through Friday 7/11/2025

Email the Voluntary Internship Program at internships@nara.gov with any questions.

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Email *

Cannot pre-fill email

First Name *

Your answer

Last Name *

Your answer

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Phone Number *

Your answer

Name of Educational Institution (high school or college/university) *

Your answer

Please select the highest level of education in which you are currently enrolled or have completed. *

- ☐ Current or former high school student
- ☐ Current or former associate's degree student
- ☐ Current or former bachelor's degree student
- ☐ Current or former graduate student

Graduation (or Expected Graduation) Date *

Date

mm/dd/yyyy

What is (or was) your College/University Major or Program ?

Current high school students or graduates with no college experience may skip this question.

Your answer

Pre-fill responses, then click "Get link"

Internship Availability Dates *

Select as many date ranges as apply for your internship availability. If the listed date ranges will not work, explain using the "Other" option below. Identify semester (Summer/Fall/Spring) and year in your response.

- ☐ Spring 2025: 1/27/2025 through 4/18/2025
- ☐ Spring 2025: 2/3/2025 through 4/25/2025
- ☐ Other:

Available Schedule (Select as many as apply) *

Voluntary internships are unpaid positions. Interns are expected to work between 10 to 40 hours per week, accumulating a minimum of 100 hours.

- ☐ 10 hours per week
- ☐ 11-19 hours per week
- ☐ 20-29 hours per week
- ☐ 30 hours or more per week

Pre-fill responses, then click "Get link"

Area(s) of Interest *

Identify your area(s) of interest. If you wish to be considered for a specific opportunity ([listed here](#)), select the corresponding category.

- ☐ Archival Processing
- ☐ Business (Accounting, Budget Analysis, and/or Financial Management)
- ☐ Communications
- ☐ Cartography
- ☐ Digitizing Archival Materials
- ☐ Editorial
- ☐ Education & Public Programs
- ☐ External & Public Affairs
- ☐ Facility Operations & Logistics
- ☐ Legal
- ☐ Legislative
- ☐ Marketing
- ☐ Museum Collections & Exhibits Management
- ☐ Human Resources
- ☐ Information Technology
- ☐ Photo Services
- ☐ Public History
- ☐ Records Management
- ☐ Reference Services
- ☐ Social Media
- ☐ Special Events

Pre-fill responses, then click "Get link"

Location(s) *

Identify the location(s) where you are interested in completing an internship. If you wish to be considered for a specific opportunity ([listed here](#)), select the corresponding location.

- ☐ Abilene, KS
- ☐ Ann Arbor, MI
- ☐ Atlanta, GA
- ☐ Austin, TX
- ☐ Boston, MA
- ☐ Broomfield, CO (National Archives at Denver)
- ☐ Chicago, IL
- ☐ College Park, MD
- ☐ College Station, TX
- ☐ Dallas, TX
- ☐ Ellenwood, GA
- ☐ Fort Worth, TX
- ☐ Grand Rapids, MI
- ☐ Hoffman Estates, IL
- ☐ Hyde Park, NY
- ☐ Independence, MO
- ☐ Kansas City, MO
- ☐ Lee's Summit, MO
- ☐ Lenexa, KS
- ☐ Little Rock, AR
- ☐ Miamisburg, OH
- ☐ Moraine, OH

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- ☐ Perris, CA (National Archives at Riverside)
- ☐ Philadelphia, PA
- ☐ Pittsfield, MA
- ☐ San Bruno, CA (National Archives at San Francisco)
- ☐ Seattle, WA
- ☐ Simi Valley, CA
- ☐ Spanish Lake, MO
- ☐ Suitland, MD
- ☐ Valmeyer, IL
- ☐ Waltham, MA (National Archives at Boston)
- ☐ Washington, DC
- ☐ West Branch, IA
- ☐ Yorba Linda, CA

1st Internship Opportunity Preference *

Select your top-choice internship from the list on our [Spring 2025 Voluntary Internship Opportunities](#) page.

Choose



2nd Internship Opportunity Preference

If desired, select your second choice internship from the list on our [Spring 2025 Voluntary Internship Opportunities](#) page.

Choose



Pre-fill responses, then click "Get link"

3rd Internship Opportunity Preference

If desired, select your third choice internship from the list on our [Spring 2025 Voluntary Internship Opportunities](#) page.

Choose



Demographic Information

We welcome interns from all backgrounds to apply to NARA's Voluntary Internship Program. Applicants must be U.S. citizens and at least 16 years of age by the start of the internship.

Are you a U.S. citizen? *

☐ Yes

☐ No

Ethnicity and Race Identification

NARA requests ethnicity and race information to create reports and studies that allow us to better understand our workforce.

Providing this information is voluntary and has no impact on your selection status.

Are you Hispanic or Latino? *

(A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

☐ Yes

☐ No

Pre-fill responses, then click "Get link"

Racial Category *

(Select as many that apply)

- ☐ AMERICAN INDIAN AND ALASKA NATIVE: Origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ ASIAN: Origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ BLACK OR AFRICAN AMERICAN: Origins in any of the black racial groups of Africa.
- ☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER: Origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ WHITE: Origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ I do not wish to identify

Self-identification of Disability *

NARA is committed to providing reasonable accommodations to those in need.

Providing this information is voluntary and has no impact on your selection.

Please see the [Self-identification of Disability SF-256](#) for a list of disabilities and health conditions.

- ☐ I have a disability or serious health condition as listed in the "Targeted Disabilities or Serious Health Conditions" section of the SF-256 form (linked above).
- ☐ I have a disability or health condition as listed in the "Other Disabilities or Serious Health Conditions" section of the SF-256 form (linked above).
- ☐ I do not wish to identify my disability or serious health condition, or it is not listed on the form.
- ☐ I do not have a disability or serious health condition.

Pre-fill responses, then click "Get link"

Sex

- ☐ Male
- ☐ Female

Required Documents & Application Submission

Submit the documents without passwords. Resume and cover letter file types: DOC, DOCX, RTF, PDF, TXT. Unofficial transcripts must be in PDF format.

Resume *

[Add file](#)

Transcript from your most recent degree/educational program, including GPA *

If you recently began a program for which you don't yet have a GPA, supply your unofficial transcript showing your courses or a letter verifying enrollment.

[Add file](#)

Cover Letter *

[Add file](#)

Pre-fill responses, then click "Get link"

Certification of Information *

I certify, to the best of my knowledge, that all the information submitted with my application is true and complete. I have accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated and/or verified through reference checks. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for withdrawal of the process or removal from the internship.

☐ Yes

☐ No

How did you hear about this internship program? *

Answering this question will help NARA provide a better internship experience.

☐ Archives.gov

☐ Federal Internship Listings (GoGovernment.org or USAJOBS)

☐ LinkedIn

☐ Handshake

☐ National Archives Employee

☐ College, University, or High School

☐ Friend or Colleague

☐ Other:

Pre-fill responses, then click "Get link"

Privacy Act Statement

Collection of this information is authorized by 44 U.S.C. 2104 and 44 U.S.C. 2105(d). The information you provide to NARA on this form will be used to determine if you will be accepted as a volunteer or unpaid student intern. This information may be disclosed to an expert, consultant, agent or contractor of NARA to the extent necessary for them to assist NARA in the performance of its duties or in accordance with any other "routine uses of records" listing in the Privacy Act System of Records [NARA 26](#), "Volunteer and Unpaid Student Intern Files." Completing this form is voluntary, but failure to provide all of the requested information will result in you not being accepted as a volunteer or unpaid student intern.

Paperwork Reduction Act Public Burden Statement

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Public burden reporting for this collection of information is estimated to be 20 minutes per response. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland 20740. DO NOT SEND COMPLETED VOLUNTARY INTERNSHIP APPLICATION TO THIS ADDRESS. SEND COMPLETED APPLICATION BY CLICKING THE SUBMIT BUTTON AT THE END OF THE WEB FORM.

Get link

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