High School Internship Program



High School Applicant Guide

The High School Internship Program provides qualified New Mexico high school seniors the opportunity to develop skills and gain work experience, while receiving exposure to a variety of career fields. Internships are available in both STEM and professional career fields (e.g., administrative, business, operations support, etc.).

- Interns will work part-time during the school year and can work full-time during the summer
- Summer Internships are typically 10 weeks
- You will work closely with a mentor & co-mentor

Application Dates:

Term	Opens	Closes
Fall	August 12	September 18
Spring	November 25	January 29
Summer	February 1	April 5

Eligibility Requirements

Students who wish to participate in the High School Internship Program must meet the following requirements:

- Have senior status AND be at least 16 years of age at the time the internship begins
- Have and maintain a GPA of 2.75 on a 4.0 scale
- Attend a high school located in New Mexico
- Pass a new employment drug test

Graduating seniors who are looking for a Summer Internship should apply to an Undergraduate Internship Job Ad.

Required Documentation

Resume

- Showcase marketable traits and skills
- List relevant academic experience
  - Cumulative GPA / Relevant Coursework
  - Honors & Awards/Accomplishments
  - Extracurricular Activities
- Resume Examples

Official Transcript

- Should include grades for all completed courses

Personal Statement

- Showcase your unique personality, experiences and aspirations. This could include:
  - Career goals and personal objectives
  - Community impact through service
  - Life experiences
- Personal Statement Examples

Letter of Recommendation (optional)

- This could be from a teacher, school counselor, coach, employer, etc.
- This should not come from a family member or friend

Potential Mentors

Networking is a great way to find an internship! Search for a prospective mentor in an area you are interested in and aligns with your education goals. Reach out to them to inquire about internship opportunities.

- Lab Organizations
- LANL LinkedIn
- LANL YouTube channel
- Network with LANL staff at school visits and fairs

Contact Us

Student Programs Office (SPO)
studentprograms@lanl.gov

Application located on the SPO High School Webpage

Student Programs Website

An Equal Opportunity Employer / Managed by Triad National Security, LLC, for the U.S. Department of Energy's NNSA