Internships

The High School Internship Program (HS) 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 other career fields (e.g., administrative, business, operations support, etc.).

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

Application Dates:

<table>
<thead>
<tr>
<th>Term</th>
<th>Opens</th>
<th>Closes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall / Spring</td>
<td>August 1st</td>
<td>December 31st</td>
</tr>
<tr>
<td>Summer</td>
<td>January 1st</td>
<td>April 11th</td>
</tr>
</tbody>
</table>

Eligibility Requirements

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

- Have senior standing AND be at least 16 years of age at the time the internship begins.
- Have and maintain a minimum cumulative GPA of 3.0 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
  - GPA
  - Relevant Coursework
  - Honors & Awards/Accomplishments
  - Extracurricular Activities
- Resume Example (link)

Cover Letter
- Interest areas you are applying for
- Use keywords
  - research LANL groups
- Describe what you will gain from the experience
- Explain why you are a good fit for position
- State college and career goal
- Cover Letter Example (link)

Unofficial Transcript

Transcript should include current courses

Potential Mentors

Find prospective mentors using:
- Lab Organizations
- 1663: Los Alamos Science and Technology Magazine
- LANL LinkedIn
- LANL YouTube channel
- Ask your teachers if they have any LANL colleagues
- Network with LANL staff at school visits and fairs

Contacts

Student Programs Office
studentprograms@lanl.gov

High School Program Manager
Angelica Lopez, angelical@lanl.gov

Program Coordinator
Sofia Roybal, sofia@lanl.gov

Internship Job Ads