

High School Student Application Support for Parents



LOS ALAMOS
NATIONAL LABORATORY
**Partnerships &
Pipeline Office**

When helping your high school student apply for an internship, focus on:

Resume / Cover Letter Building:

Assist them in creating a well-structured resume highlighting skills, achievements, relevant experiences and GPA. A compelling cover letter that states their college & career goals and how this internship experience will help reach those goals.

Resources: [Big Future: Anatomy of a High School Resume](#), [UNM Office of Career Services: Resume Guide](#)

Personal Statement:

Support them by encouraging them to reflect on their unique experiences, challenges they've overcome, and what motivates them. Ask open-ended questions to help them think deeply about their passions, goals, and growth moments. Remind them to be authentic and honest.

Resources: [Purdue OWL: Writing a Personal Statement](#), [Developing a Personal Statement for Summer Research](#)

Networking:

Guide them in building a network by reaching out to professionals, teachers, or family friends for advice, mentorship, or potential opportunities. Potential employers want to hear from the student, not the parent.

Skills Enhancement:

Encourage them to develop any necessary skills or certifications that will make them stand out in the application process. How can their current skills (through sports, volunteering, etc.,) be used for their internship?

Resources: [ASVAB: Extracurricular Activities: Life Outside the Classroom](#),
[How to Choose the Right Career Oath in 7 Simple Steps](#)

Time Management:

Help them balance internship applications with their academic commitments, ensuring they submit applications on time and submit all of the required documentation.

Resources: [We are Teachers: 20 Effective Time Management Strategies and Tools for Students](#),
[Time Management for Students to Achieve Academic Excellence](#)

Prepare for Interviews:

Conduct mock interviews to boost their confidence and prepare them for common interview questions.

Resources: [UNM Office of Career Services: Interviewing](#), [6 AWESOME Tips for Your Very FIRST Job Interview](#)

Online Presence:

Ensure their social media profiles present a positive and professional image as many employers may check these during the hiring process.

Adaptability:

Remind them to be open-minded and adaptable, as internships can provide valuable learning experiences even if they differ from initial expectations.

Follow-Up:

Teach them the importance of sending thank-you emails after interviews and following up on the application status.