

# 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 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:

| Term   | Opens        | Closes         |
|--------|--------------|----------------|
| Fall   | August 1st   | September 30th |
| Spring | December 1st | February 13th  |
| Summer | January 5th  | April 15th     |

## 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  
[studentprograms@lanl.gov](mailto:studentprograms@lanl.gov)



Application located on the SPO High School Webpage