



International Studies and Public Policy Internship Newsletter

How to Build a Federal Resume

Federal resumes are:

- 2 – 5 pages
- Include an in-depth overview of all experiences
- Have more required information than traditional resumes

Federal Resume Sections:

- Candidate information
- Work Experience
- Education
 - required: Schools attended & degrees obtained
 - optional: GPA, relevant course work, academic papers or projects, key presentations, honors received, and other important accomplishments
- Optional information section
 - gives applicants a chance to highlight other accomplishments
 - i.e additional job training, additional references, language skills, affiliations, and/or professional publications

For more in-depth tips, [click here](#).



Pro Tip:

Use the Resume Builder available on [USAJOBS.gov](https://www.usajobs.gov), it provides a step-by-step guide to creating a federal resume and will ensure that all required information is present

Quick Federal Resume Writing Tips

- Tailor the Federal Resume to the Job Announcement
- Numbers Impress Hiring Managers
- Market Skills and Achievements
- Spelling and Grammar Matters
- Be Concise

In this issue:

- Federal Resume Tips
- Upcoming Events
- Featured Internships
- Spotlight on: Summer Internship Award Program

UPCOMING EVENTS

BOSS UP

Woman Up! (or Man Up!) How to Manage Your Career Like a Boss!

Virtual – Friday 3/16 | 1pm EST

Getting a job is one thing, getting ahead in your career is another. Everyone receives training and education about how to do a job. However, no one receives any training or education about how to successfully manage their own career. From increasing your visibility to squashing self-sabotaging behavior, learn the top tips, tricks, secrets, and strategies to make sure you're always in the driver's seat.

To register for the event & for more information, [click here.](#)

Career Vision Boarding

Burwell Center for Career Achievement (1st Floor)

Wednesday 3/24 | 1 – 4pm MDT

Join us during spring break as we create vision boards for our career goals!

This is a drop-in style program so feel free to drop by anytime between 1 pm – 4 pm. We'll provide prompts to get you thinking about your board as well as materials (poster board, magazines, scissors, glue). Feel free to bring your own materials if you feel more comfortable with this option.

For more information and to register, [click here.](#)



Crisis Engagement and Negotiation Exercise

Virtual – Friday & Saturday | 4/16 5 – 9pm & 4/17 8:30am – 5pm

An Energy, Economic, and Humanitarian Crisis Negotiation Exercise. Open to Junior and Senior Undergrads and Grad students. Registration Will Open on March 8 and run until full. If you have any questions, contact Matt Tomarchio (Matt.Tomarchio@du.edu).

To register for the event, [click here.](#)



FEATURED INTERNSHIP

CGD Summer Delegates Program

Remote

The Summer Delegates Program is CGD's initiative aimed at establishing the next wave of young leaders in economic equality and global development. Students will participate in a structured, paid, part-time internship program that will expose them to our work in various issue areas, provide experience in institutional operations and activities, and present opportunities for professional development and networking, with the goal of encouraging participants to consider a career in development. Through this 8-week program, CGD hopes to gain diverse perspectives and lived experiences while building a new network of young professionals to become part of the development community.

For more information and to apply, [click here](#).

Application Deadline: 3/15 | 5pm EST

Special Projects Intern

Remote

The Counterterrorism Education Learning Lab Special Projects Intern provides critical support for various CELL events, projects, and programs. As a CELL Intern, you will participate in a dynamic experience that provides exposure to leaders in the public safety, political, business, and international relations communities. You will receive valuable professional and hands-on experience in the non-profit arena. Interns should be able to dedicate 20-25 hours a week during office hours, ideally on two to three full 8-hour days. Some weekends and evenings will be required for assistance staffing CELL programs. This internship will start in spring 2021 and last for one to two academic terms.

For more information and to apply, [visit PCO](#).

Application Deadline 3/21

CEPR Summer 2021 International Program Intern

Remote

The Center for Economic and Policy Research (CEPR) is currently looking for an International Program Intern for Summer 2021. The internship starts in May 2021 and will end in August 2021 (the specific dates are somewhat flexible). This is a full-time, remote position. Responsibilities include assisting staff with research on upcoming papers and opinion pieces; working on outreach to press, advocacy organizations, and Congress; assisting in tracking and logging press mentions; and helping with data entry related to our website redesign. It may also include generating website content and organizing events with Latin American delegations, CEPR staff, and visiting academics.

For more information and to apply, [visit PCO](#).

Application Deadline: 4/4

SUMMER INTERNSHIP AWARD PROGRAM

The Summer Internship Award Program is designed to increase the ability for students to participate in internship opportunities that are unpaid. The program will award undergraduate students with awards ranging from \$2,500–\$3,400, depending on the award origin (the Career & Professional Development Award, the Denenberg Family Award, or the CAHSS Award).

For more information and application instruction, visit [PCO](#).

Application Deadline: 4/16 at 12pm MST

Eligibility Requirements

- Internships must be unpaid and a minimum of 200 hours during the summer of 2021.
- Internships may be on or off the DU campus.
- Students must be undergraduates. Applicants must be in good academic and disciplinary standing.
- Currently enrolled at DU full-time and must maintain their undergraduate status through the summer by registering as a full-time student in the Fall Quarter of 2021.
- If the internship is outside of the U.S., the internship must be registered and approved through DU Passport.
- Students enrolled in a 3/2 or 4/1 graduate program are not eligible if they have started their graduate work.
- Students doing a research project with a University of Denver Professor or DU affiliated organization such as the Eleanor Roosevelt Institute are not eligible to apply. For more information regarding a grant program designed specifically for research at DU, please visit the Undergraduate Research Center website.
- In order to give more students the opportunity for funding, previous award recipients of any of the Summer Internship Award Programs noted above are not eligible to apply again.
- University College undergraduates are not eligible.
- It is recommended that students have already accepted and secured a summer internship by the application deadline.
- Students who have not secured an internship by the application deadline may still apply but must be in active pursuit of an internship opportunity. Receipt of the award money will be contingent upon finding a summer internship no later than June 1, 2021.