



U.S. Public Service Academy

1225 I (Eye) Street NW, Suite 600
Washington, DC 20005 • 202-712-9121

Academy Ambassadors

Application For Admission 2009

Please prepare the following materials and submit them to:

asch@uspublicserviceacademy.org

or send your packet by mail to:

Academy Ambassadors

U.S. Public Service Academy

1225 I ("Eye") Street NW, Suite 600

Washington, DC 20005

Deadline

Summer 2009 applicants: February 28, 2008

I. Cover Sheet

This sheet should include:

- Your name
- Your college or university
- Mailing address
- Email address
- Phone number

II. Résumé

On a separate sheet, please submit a **one-page** résumé includes at least the following information:

- Educational background, including grade point average and major
- Work experience, including paid and volunteer work
- Honors and awards
- Extracurricular interests

III. Essay

On a separate sheet, please answer the following questions:

- 1) What unique talents, experience, or perspectives will you bring to the Academy Ambassadors internship program? (no more than 500 words)
- 2) Share with us an example of something that has happened in your life that illustrates one of your defining character traits. (no more than 500 words)

IV. Letter of Recommendation

Please submit one letter of recommendation from a professional or academic reference familiar with your work and character. This letter may be submitted directly to the Academy or may be included in your application package.

For more information

E-mail: asch@uspublicserviceacademy.org

Academy Ambassadors FAQs

Q: What is the Academy Ambassadors program?

A: It is a paid internship program in Washington, D.C., open to college students interested in helping to build the U.S. Public Service Academy. The Academy is a citizen-driven initiative to build a civilian counterpart to the military service academies. Our interns will help mobilize support for the Academy initiative by educating policymakers, civic leaders, and the American public about the importance of public service, the need to attract a new generation of young people into the public sector, and the value of building a national institution devoted to civilian leadership development.

Q: Who is eligible to apply?

A: The program is open to college and graduate students who strongly believe in the need for a U.S. Public Service Academy. The application process is competitive, and applicants will be expected to have a solid work ethic, excellent writing and speaking skills, and a strong sense of initiative.

Q: How do I apply?

A: To apply, simply download a copy of our application here. Complete it and return it by February 28, 2009. You may either email it to asch@uspublicserviceacademy.org or send it by mail to:

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Q: What happens after I apply?

A: Applications will be reviewed following the deadline (February 28, 2009). The strongest applicants will be chosen to participate in a telephone interview, which will be conducted in early to mid March. All applicants will be notified about whether or not they have been accepted to the program by March 20.

Q: What will I do every day?

A: The Academy Ambassadors program will not be a typical internship. You will be working closely with the Executive Director of the Academy, but most of your work will be done independently. In addition to helping carry out the Academy’s mission, you will have the opportunity to develop and implement Academy-related projects of your own. During any given week, you may participate in a variety of activities, including:

- Making presentations at conferences, events, and meetings
- Meeting with congressional staff members
- Preparing materials for the Academy’s communications
- Blogging and working online to generate support for the Academy

Q: How long is the Academy Ambassadors program?

A: The summer internship program lasts from Monday, June 8, to Friday, July 31.

Q: Where will I work?

A: You will be based at the Academy’s headquarters in downtown Washington, D.C.

Q: Will I get paid?

A: Yes. Each Academy Ambassador will earn a \$3000 stipend.

Q: How many internships will be offered?

A: The Academy will hire at least two summer interns.

Q: What qualifications are you looking for?

A: We are looking for college or graduate students with the following:

- Solid work ethic
- Strong sense of initiative and desire to learn
- Excellent writing skills
- Strong public speaking ability
- Proficiency with Internet research and basic Microsoft Office software programs

Q: I'm looking for an internship that will look good on my resume. Should I apply?

A: If you are primarily interested in how your resume looks, then you should **not** apply for the Academy Ambassadors program. We are looking for motivated young people who are willing to roll up their sleeves and work hard to make the Academy a reality.

Q: Is housing provided for out-of-state interns?

A: The Academy will not be responsible for securing housing, but we will help interns find appropriate living arrangements.