

2012 CES Summer Internships Abroad Program — How to Apply

Please note that neither emails with attachments nor late applications will be accepted.

Requirements

1. **CES Internship Application Form**, completed through our online system
2. **One PDF* document** that contains, in this order, the following three items:
 - a) **One-page cover letter** that is addressed to the employer and makes the case for hiring you. Emphasize what you could do for the employer, rather than only explaining why you want the internship.
 - b) **One-page current résumé**
 - c) **Essay (maximum 400 words)** that explains how this internship relates to your personal, academic, and/or professional goals. Why Europe? How does Europe connect to what you are studying or doing now?
****Students applying for internships at the UK Parliament must explain their political leanings or affiliations in the essay.**
3. **Course and Grade Report or SREC from my.harvard.edu, saved as a PDF* file.**
4. **Confidential recommendation from a former (or current) employer**, submitted by that person via our online system. Once you submit your recommender's name and email address, he/she will receive exact instructions on how to submit the recommendation(s). If you do not have a former or current employer, please read our [FAQs](#). Each internship application requires its own recommendation form, but the form can contain identical remarks from the same person, if desired.

Note: Your recommendation letter is one of the most important parts of your entire application, and will be weighed heavily. Please bear in mind that in order to write an effect recommendation, your former employer needs plenty of notice. You are strongly urged to submit your recommender's name and email address at least two weeks in advance of the deadline. **You should enter this information as soon as possible and submit your own final application later, when you are ready.** Recommendations from family members will not be accepted.

5. **If you are applying for an internship that is co-sponsored with the Institute of Politics (IOP)**, you must also fill out a CARAT application. See the "Application" section of our [FAQs](#) for exact instructions.

**Do not simply change the extension on your file name to .pdf; you must actually convert your files to the PDF format. Apple Macintosh computers have the built-in ability to save in the PDF format. For Windows-based computers, you will need Adobe Acrobat Professional. If you do not have that software on your own laptop/desktop, please use one of the FAS IT-managed lab computers located in the Science Center and other campus locations.*

(instructions continued on next page)

Application Process

In order to apply for an internship, do the following:

- 1) Click on the **company name** on the listings page; at the end of the description will be a link that says "Apply for this position."
- 2) Click on that link and **enter your Harvard email address**. You will immediately receive an email message with information about the internship and a big button that says "APPLY." Click on that button.
- 3) You will be taken to the online Internship Application Form. **Enter your personal information and then enter your chosen recommender's name and email address**. He/she will receive an email message with instructions on how to submit a recommendation for you through our online system.
- 4) When you are ready, **upload your application components** (called "supporting files") for that internship. These consist of **two** PDF* documents: the first is your Course and Grade Report or SREC, and the second contains your cover letter, résumé, and essay **in that order**. You may re-upload new versions of these documents anytime before the application deadline.
- 5) If you wish to apply for an additional position, you must repeat this process (although your personal information will be stored in our system and pre-populated in the next Internship Application Form that you fill out). Remember that if you are applying for more than one internship, you must write very distinct cover letters. **The maximum number of CES internships you can apply for is three.**

Helpful tips/ additional information

- Remember that your cover letter, résumé, and essay **must be combined, in order, into one PDF document**.
- You will receive an email notification when your recommender submits his/her recommendation(s). Your online application form will also display a status at the bottom: either "Recommendation Requested" or "Recommendation Submitted." Please do not contact CES to ask if your recommendation has come in; instead, check the online system.
- Remember that YOU are the person held responsible for ensuring that your recommender does his/her part before the deadline. **You are strongly urged to follow up with your recommender at least once before the deadline, to ask if he/she received the email instructions and to serve as a reminder.** Your application is not complete without a recommendation and will not be considered.
- Neither emails with attachments nor late applications will be accepted.
- If you have questions or problems, please contact **Christy Colburn**, CES Grants and Internships Coordinator, at cesstdt [at] fas [dot] harvard [dot] edu. Ms. Colburn has a part-time schedule and may not be available for drop-ins, so if you want to speak with her, please use email to set up an appointment.