



LIBRARY
LIBRARY
OF CONGRESS

AHHA2023

Applications due
4/24/2023

HOW TO APPLY FOR THE
**Archives, History and
Heritage Advanced
Internship Program**



OPPORTUNITY

The Archives, History and Heritage Advanced (AHHA) Internship Program gives the next generation of diverse archivists and knowledge workers invaluable opportunities to analyze, organize, and interpret collections or programs that help share an inclusive story of the American experience.

Opportunity

AHHA 2023 is a paid, part-time internship offering **remote** and **onsite** projects for many different majors and interests.

Eligibility

Currently enrolled undergraduate juniors and seniors, masters and Ph.D. candidates or those who have graduated between December 1, 2022 – August 31, 2023.

Key Dates

- Monday, 3/20/2023: Application period opens
- Monday, 4/24/2023: Application period closes
- Monday, 9/11/2023: Program starts
- Friday, 11/17/2023: Program ends



1

Prepare to Apply

Read the full description of [AHHA 2023](#) on the Library's Internships and Fellowships portal, and get familiar with the expectations and eligibility criteria. Read through the lists of onsite and/or remote projects and look for topics that align with your interests and goals.

2

Create a login.gov account

If this is your first time applying through USAJOBS.gov, you'll want to create a [login.gov account](#). Next, create a [profile in USAJOBS.gov](#).

3

Read the job posting thoroughly

Click the AHHA 2023 onsite or AHHA 2023 remote links from the [AHHA 2023](#) Internships and Fellowships portal to access the posting. Preview vacancy questions and read all instructions carefully. Plan to complete your application a few days before the closing date.



- 4 Represent yourself in writing**
Craft your responses to the vacancy questions with care and consideration. This is your opportunity to demonstrate originality, writing skills and critical thinking as you share your background, interests and career goals and how your experience aligns with the specific project(s) you are targeting.
- 5 Request feedback**
Ask a faculty member, friend, or colleague to review your written responses and resume. Take advantage of career center assistance or other application review services your school may offer.
- 6 Request your transcript**
Request [your transcript](#) through your university. Because delivery can take a while, try to request your transcript as early as you can.
- 7 Build your resume**
Build your [federal style resume](#) in USAJOBS.gov. If you have an existing resume, be sure to convert it to federal style before uploading.



8 **Gather your references**

You don't need to submit letters of reference for the application, but you'll want to give your references a heads up that you'll be submitting their names and contact info. Your references will be contacted only if you are selected for the internship.

9 **Proofread**

Carefully proofread all documents to make sure they are accurate and represent your qualifications and experiences.

10 **Submit the Application**

Double check that you have all the required materials. When you have all of your materials prepared, you're ready to submit the application via USAJOBS.gov. **The deadline is 11:59 p.m. ET on Monday, April 24, 2023.**



QUESTIONS?

Be sure to check out the FAQs for the AHHA remote and onsite projects in the full description of the program. If you can't find your answer in the FAQs, feel free to email us: ahha@loc.gov.