

Summer Internship for Undergraduates and Graduate Students

Spend your summer at the National Institutes of Health working side-by-side with some of the leading scientists and clinical investigators in the world in a mentored research program of over 1000 students from across the country. As a summer intern, you will receive a salary in exchange for your work.

Since the NIH is composed of 27 Institutes and Centers, you will find there are many, many websites with internship information (www.jobs.nih.gov/intern/default.htm, www.training.nih.gov, and www.nih.gov/icd/index.html, just to name a few).

To help you get started and to simplify the process, UNT's Internships and Co-op Program has posted these websites and positions for you:

- **Log into UNT's Eagle Network (via my.unt.edu)**
- **Under the 'Search Jobs' tab, just type in the keyword "NIH"**

Application Instructions: Before applying for any of these positions, we STRONGLY suggest you take the following steps:

- a. Before responding to the specific questions requested of you, kindly draft an inquiry letter to the principal investigator of the lab in which you would like to work.
For instructions on how to draft this letter, go to the Eagle Network Resource Library → National Institutes of Health (NIH) → NIH Summer Internship Query Letter.
- b. Begin to study the online application forms months in advance of deadlines.
- c. For help with jobs searches, as well as your resume, make full use of UNT's Internships and Cooperative Education Program (www.internships.unt.edu) if you are applying for the Summer Internship.
- d. Begin drafting Word-document responses to all questions, making sure to have the responses be within the "block," word, or character limitations specified on the online application.
- e. Show your entries to a specialist (professor) in your field of study for thematic, tonal, and stylistic feedback.
- f. Incorporate the suggestions of that professor, in dialogue with that professor, since he/she is in a better position to advise you on the propriety of your utterance, relative to the field of study, than is anybody else on campus.
Contact Dr. James Duban (940-565-2820), after your professor is satisfied with your responses, for additional feedback on style, tone and structure. His editorial advice will then be consistent with the best counsel of our campus specialists in these highly specialized areas of study.
- g. Upload your responses (via cut and paste) once your mentor, and Dr. Duban have advised you.