

Application Requirements

Applicants should review all opportunities and apply to each directorate they are interested in individually.

****Applicants must be US citizens and are subject to a background check.***

Washington Regional Threat and Analysis Center
<ul style="list-style-type: none">• Cover Letter: Addressed to the WRTAC Internship Program Manager• Resume• Two Writing Samples (Maximum of 6 pages each)• Copy of Valid Driver's License• Two letters of recommendation (Once Academic; one employer)
External Affairs and Policy
<ul style="list-style-type: none">• Cover Letter: Addressed to the External Affairs and Policy Directorate• Resume• One Writing Sample (Maximum of 8 Pages)• One Letter of recommendation
Finance and Administration
<ul style="list-style-type: none">• Cover Letter: Addressed to the Finance and Administration Directorate• Resume• One Writing Sample (Maximum of 8 Pages)• One Letter of recommendation
Operations Directorate
<ul style="list-style-type: none">• Cover Letter: Addressed to the Operations Directorate• Resume• One Writing Sample (Maximum of 8 Pages)• One letter of recommendation
Plans and Preparedness
<ul style="list-style-type: none">• Cover Letter: Addressed to the Plans and Preparedness Directorate• Resume• One Writing Sample (Maximum of 8 Pages)• One Letter of Recommendation
Information Technology
<ul style="list-style-type: none">• Cover Letter: Addressed to the Information Technology Directorate• Resume• One Letter of Recommendation

The Application Process

Application Received

- Applications are reviewed on a quarterly basis. Upon receipt of a completed application it will be sent for processing with the appropriate directorate.



Application in Review

- All Applicants will be notified upon receipt of a completed application.



Invitation to interview

- You will be contacted for an interview if your experience, skills, education, and background best match the requirements for the opportunity.



Interview

- Interviews are conducted via Phone, Skype or In person at the discretion of the directorate supervisor.



Application Status Update

- All applicants who are interviewed will be notified once the application process has concluded.