2019 BOEING INTERNSHIP PROGRAM FOR JUNIORS

Boeing is offering the opportunity for Kamiak and Mariner High School Juniors to compete for paid summer internship positions at the Everett Boeing location during the summer. Eligible students must have a cumulative GPA of 3.0 or higher, be U.S. citizens and will graduate with the Class of 2020.

What is the Boeing Summer Internship?
Students who are hired as high school interns will be treated as Boeing employees. They will complete a 9 week internship during June – August. They will work 8 hours per day. High school interns will not work on weekends or Boeing holidays. Students must provide their own transportation to the Boeing facility. The goal is to introduce students to The Boeing Company and the aerospace industry.

Who should apply?
Intern Requirements
- Complete Junior year by time of internship, must be 16 years old.
- Minimum 3.0 GPA
- Must be U.S. Citizen
- No immediate family members may work in the same department

Desired Intern Attributes
- Be an investigator
- Eager to learn
- Ask questions
- Strive towards development
- Take responsibility
- Be open to candid feedback
- Be trustworthy
- Take responsibility
- Have a positive attitude towards work and the community
- Perform tasks completely, thoroughly and in a timely manner
- Be clear and honest about what he/she wants from the mentoring relationship by establishing goals
- Demonstrate a positive attitude, show initiative, and be responsible

Job Descriptions
There are 20 jobs Mukilteo School District juniors can apply to for summer 2019. Jobs Descriptions will be posted on the Kamiak and Mariner CCRC webpages. Paper copies will be available in the Kamiak and Mariner CCRC (Career & College Readiness Center).

Application Help
Juniors can get help with resume and cover letter in the Kamiak CCRC before school, during lunch and after school. Computers are available for students to use to work on their application.
**How to Apply?**
Submit the completed *Application Form* along with a *Resume, Cover Letter(s)* and 2 *Teacher Recommendation Forms* – due to your College and Career Readiness Center (CCRC) by 1pm, Friday, March 29, 2019.

- Submit a separate cover letter for each job description you apply for.
- Students may apply for up to three Internship positions.
- Boeing High School Intern cover letters should be addressed to:
  
  **The Boeing Company**
  P. O. Box 3707 Mail Code 42-29
  Seattle, WA 98124-2207
  Attention: Conner Poppke, HR Career Foundation Program

- Address your Cover Letter to “Dear Hiring Manager”.
- If selected, Interview with Boeing personnel – a panel of Boeing staff will conduct interviews with possible hires at the Mukilteo School District Offices.
- The Mukilteo School District Office will email students to let them know if they have received an interview or not, at the email address on their application.
- Hiring of Student Interns will be completed by mid-May.

**How to Build a Resume**
A resume is a document that presents your skills to a potential employer. It summarizes relevant education, employment, community service and experience. It shows your potential employer that you are qualified and capable of the work.

Boston College has an excellent five step process to create a resume: [Boston College—How to Write a Resume](#).

Embry Riddle Aeronautical University has examples of aviation resumes on their Career Center webpage. [ERAU Career Services Resumes](#)

**How to Write a Cover Letter**
Your cover letter must be tailored to the specific job for which you are applying; specify that job title.

Your cover letter is a way of bringing your resume to life! In a cover letter you can explain why your particular skill set is the right fit for a specific job. You can tie your experience to the required and desired skills listed on the job description.

[WorkSource Cover Letter suggestions](#)

**Preparing for the Interview**
Use Boeing’s *Ace the Interview* guide located on the Career & College Readiness Center webpage to help prepare for your Internship Interview!

Prior to the interview, read up on the history of Boeing: [Boeing Overview pdf](#)