

## Application for the California State Archives Graduate Internship Program, 2015

**Who May Apply:** Applicants must be enrolled in a graduate program in history, library science, or related field, be able to make a year commitment (during which their student status must be maintained), and, most importantly, **be seriously considering a career in archival work.**

**Deadline is July 17, 2015**

Applicants must create an account and submit their applications through the University Enterprises, Inc. website (<https://ueijobs.peopleadmin.com/>). The position is listed as “Graduate Intern – California State Archives.” The job posting is available here: <https://ueijobs.peopleadmin.com/postings/347>. A complete application will include the following items (**all items must be received by the application deadline**):

- A resume with your full name, mailing address, phone number, e-mail address, related higher education including grade point average, other relevant education (workshops, seminars), applicable work experience, and current professional affiliations (Upload in “Applicant Documents” section of the online application).
- List of two to three references with current contact information (Upload in “Applicant Documents” section of the online application).
- A writing sample, preferably a research paper in history that demonstrates your writing ability and your use of primary sources (Upload in “Applicant Documents” section of the online application).
- Recommendations: We require **two** letters of recommendation from each applicant. One recommendation must be from your graduate advisor. If you are new to a graduate program and do not have a graduate advisor, we will accept a letter from the professional who recommended your admission to the graduate program. The second letter of recommendation should be from a professor who is familiar with your academic work. These recommendations should be in a sealed envelope signed by the author of the recommendation, and **mailed** to:

Jessica Knox, Archivist  
California State Archives  
1020 “O” Street  
Sacramento, CA 95814

- Answers to the following questions with typed responses (no more than 3 pages total for all 5 questions). It is recommended that you answer these questions in a Word document, and copy and paste your responses into the appropriate fields of the application form (In the “Supplemental Questions” section of the online application).
  1. Why are you interested in becoming an archivist?
  2. What do you expect to learn from this internship program?
  3. What strengths and weaknesses do you feel you bring to an archival career?
  4. What is your experience in researching California history or government and/or working in state or local government?
  5. What are your long-term career goals?

For more information, please contact Jessica Knox at [JKnox@sos.ca.gov](mailto:JKnox@sos.ca.gov).