

FAQs about Internships

(Contact intern@monticello.org with any lingering questions.)

Am I eligible to apply for an internship?

To be eligible you must be an undergraduate or graduate student, currently enrolled in a college or university, or have recently earned your degree. Applicants must complete a minimum of two years of undergraduate studies before starting an internship (class of 2012 may apply).

How do I apply?

Please provide the following items:

- A completed internship application (on our website)
- 2 references (academic and/or professional)
- A copy of your transcript
- A one-page resume (optional)

All documents can be emailed to intern@monticello.org, faxed to 434.984.4846, or mailed to:

Thomas Jefferson Foundation
Attn: Intern program
PO Box 316
Charlottesville, VA 22902

Application materials may arrive separately, but all application materials must be submitted by March 1, 2010.

If you are mailing documents they must arrive here by March 1, 2010.

Do I get paid?

All internships are unpaid, unless a stipend is indicated in the description.

When do they start/end?

Generally, internships will run from June to the beginning of August. Most will involve roughly 20 hrs per week, and there is some flexibility in the schedules. Detailed schedules will be determined on an individual basis once the final candidates have been identified.

Can I apply for more than one internship?

Yes; please list all the departments in which you are interested, beginning with your first choice.

Do you need an official transcript?

No; for the initial application you can send an unofficial copy of your transcript. You will be notified if we require anything else.

Can I send my recommendations via email?

Yes; but be sure to include contact information for all references you provide.

I would like to be involved at Monticello, but I don't have the time to commit to an internship. What can I do?

There are volunteer opportunities for those who are able to commit to working at the Foundation a minimum of 8 hrs per month. Please email volunteer@motnicello.org if you would like to pursue this option.