

How to Apply to the Washington D.C. Internship

A STEP-BY-STEP GUIDE FOR ELAC STUDENTS INTERESTED IN MUSEUM PROFESSIONS

For more information about the Washington D.C. Internship Program (DCIP), online application, or Frequently Asked Questions (FAQ) sheet, please visit: vincentpriceartmuseum.org/dcip.html.

1

Request Your Unofficial Transcripts

Compile your most up-to-date college transcripts from your entire undergraduate career in a pdf. Download your ELAC Unofficial Transcript at: mycollege.laccd.edu.

2

Update your Resume

Your resume is a document with your academic and professional accomplishments, including: college, major, transfer date, skills, work experiences, volunteer or community service, and honors or awards.

3

Write Your Personal Statement

Take your time to write out both personal statement responses on a word document and then copy it to the online application.



Helpful Tip: Ask an ELAC Career Counselor, peer, or friend to provide feedback on your personal statement and resume.

4

Apply by or before June 18, 2021

The DCIP 2022 online application is available at: bit.ly/dcipapp2022. Submit your application materials, including: applicant information, two (2) personal statement responses, resume, and unofficial transcripts no later than **Friday, June 18, 2021 at 11:59pm PDT**.

5

Prepare for a Panel Interview

If you are selected for an interview prepare questions and practice!



Helpful Tip: Request an online mock interview with an ELAC Career Counselor at the ELAC Job & Career Services website.

