



## FBI Honors Internship Program: How to Apply

1. Use the [Register Now](#) link to establish an account on FBIJobs.gov or login to your existing account.
2. Use the keywords “Honors Internship” in the [Search Jobs](#) field to locate the job posting.
3. Carefully review the entire job posting to ensure you fully understand all of the position requirements. To apply, select [Start](#) at the top of the page.
4. Read the Terms and Conditions and then, if you agree, check the box. Select the [Next](#) button.
  - Note: After completing each page in the application, click [Next](#) to move forward.
5. Answer all questions in the Pre-Qualification section.
  - Note: Select the menu icon (≡) at the top of the page to display the “Save as Draft” and “Contact Us” options.
6. Select [Attach Resume](#) to upload your resume. You can also use [Attach Cover Letter](#), but a cover letter is not required.
  - Select [My Device](#) and follow your computer prompts to upload your file(s).
7. Answer all of the questions in the Online Questionnaire section.
8. Enter your education information within the Education and Work Experience section.
  - Select an option from the [Highest Education Level](#) drop-down menu.
  - Select [Add Education](#) to provide more information about your education.
  - Select [Done](#) to save your education details.
9. Attach the required documents to your application as identified in the job posting.
  - Select [Add Attachment](#), then enter the Attachment Type and Attachment Title.
  - Select the My Device icon and follow your computer prompts to upload your attachment(s).
10. Complete the Additional Information section, which includes Federal Preferences, Personal Information, and How Did You Learn About Us.
11. Completing the [Diversity](#) section is optional; you can check the “I decline to answer” box. This information is used for statistical purposes only.
12. Review your application. You can select a specific section to review your responses. To edit a response, select [Modify](#).
13. After reviewing your application, select [Submit](#) to submit your completed application.