Are you a high school or college student who has always dreamed of working at a TV station in the U.S., advertising in China, or designing cars in Germany? One of the best ways to prepare for your dream career is to apply for an internship. And it’s never too early to start.

Even if you are not sure what profession you want to pursue, or even what major to declare, any internship can be an excellent opportunity to gain practical experience in the workplace. “There is nothing like hands-on experience, and an internship provides that,” says Iris Krasnow, a journalism professor at American University in Washington, D.C. “Working in a company teaches you about real life, about people, about yourself, about your potential, and most importantly, it shows a young person whether or not they were made to do the profession.” Internships can also provide valuable contacts for the future.

Moreover, an internship at high school age may also open another door: that of the college of your choice. Admission to most academic institutions is becoming more and more competitive, and the number of applications often far exceeds the space available. As a result, even students with impressive grades and standardized test results cannot count on being admitted unless they also demonstrate other strengths, such as the ability to contribute to campus and community life.

“Our admission decisions are primarily based on academic performance,” explains Assem Nasr, senior assistant director for international admissions at American University. However, internships constitute helpful evidence of an applicant’s initiative and ambition. “Experiencing work and getting exposed to a different environment than home and school are [also] essential, providing students with situations where they make decisions and get a taste of the real world. In short, work experience makes high school students more mature, a quality that we highly value when making admissions decisions,” concludes Nasr.

Accordingly, over the last several years, there has been a steady growth in the number of students taking advantage of the opportunities an internship can provide. “From 20 to 25 percent of the time we see resumés with internship experience at high school age,” observes Anna Pugliese Seltz, associate director of admissions at American University. By learning about the student’s experience in his or her work environment, as well as the level of challenge posed, Seltz comments that she and other admissions officers get to know the student better and identify leadership qualities.

“The most effective way to find an internship is through the Internet, since the most up-to-date information is there.”

Finding An Internship That’s Right For You

To narrow the field further, there are many other sources of information available, including libraries and school career centers. But the most effective way to find an internship is through the Internet, since the most up-to-date information is there. The homepage for www.internships.com is a great source for information on paid and unpaid internships as well as other pre-professional employment opportunities for students. In addition, the following Web sites offer links dedicated to internships:

- www.monster.com
- www.jobtrak.com
- www.idealist.com
- www.jobweb.de
- www.4internships.com
- www.careerplanit.com

Another excellent resource for internships in the U.S. is the homepage of Rising Star Internships, www.rsinternships.com, which provides a lot of information on jobs divided by fields and subjects.

In addition, keep in mind that multinational corporations sometimes have ongoing internship programs both in the U.S. and abroad and post information online about them. So it may be worth going to their Web sites, as well.

**Overseas Opportunities**

About 18 percent of the approximately 10,000 Foreign Service children overseas are attending high school. These youth have a unique opportunity to take what they have learned in the classroom and apply it in a work setting in a foreign country. Besides strengthening their language skills, an internship can provide insights into the culture and working...
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Explore the possibilities of one of the Pacific Northwest’s finest boarding schools.

The day they step in

Habits of the country. And as a bonus, finding a job outside the embassy compound demonstrates independence and self-reliance.

Besides checking with the Community Liaison Office and the commercial office at post, try the following Web sites, which not only describe available overseas internships but provide helpful information about the country and culture, including any special circumstances you should be aware of:

www.intern.studyabroad.com
www.internabroad.com

Beside these online databases, local newspapers also sometimes have leads on possible internship opportunities in the country or region. And don’t forget to contact chambers of commerce on the regional, national and international levels.

First Impressions

Once you’ve done your research, you’re ready to apply for specific openings. First, you need to write or update your resumé. It is important to target this to the company or the employer in order to stand out from your “competition,” especially since you are probably just one of many applicants with similar skills and backgrounds. Be sure to emphasize your accomplishments, particularly if you have already done similar jobs or studied related subjects. Stress the specific objectives you want to achieve by interning for that company or office.

Next, prepare a good cover letter addressed to the person in charge. Keep in mind that the cover letter will be the first thing a personnel officer will see. It should answer the most fundamental employment question: “Why should I hire you?” And, if requested, include letters of recommendation from teachers or previous employers.

Any library or bookstore will have books, including sample letters and

Continued from page 52

Continued on page 56
THE AMERICAN OVERSEAS SCHOOL OF ROME

Preserving a half-century of academic excellence by teaching children to learn how to learn.

Challenging curricula including the Advanced Placement and International Baccalaureate Programs.

Dedicated to teaching respect and understanding in an educational community with 600 students from 49 countries - of whom 40% are native English speakers - ensuring a smooth transition for Americans and a rich English language environment for ESL students.

Committed to developing all the talents and abilities of students through rigorous academics, art, music, drama, athletics and support for students with special learning needs.

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College Acceptances for This Year Include:

- Boston University
- Brown University
- Cornell University
- London School of Economics
- Miami University of Ohio
- Ohio State University
- Oxford University
- Penn State
- Temple University
- U.S. Air Force Academy
- University of Edinburgh

- University of Illinois
- University of Kent, Canterbury
- University of Texas
- University of Edinburgh
- Washington University

Providing Outstanding Education For The Rome International Community For Over 50 Years
resumés, you can draw on to prepare these documents. But above all, proofread all your materials and have several other people do the same. In particular, make sure you have addressed the application to the proper individual or department and have spelled their name correctly.

Once you have sent your application to the company of your choice, prepare yourself for the interviewing process. Anticipate questions you might be asked. Research the department or institution beforehand and be ready to show that you have a solid understanding of the company's organization. In addition, you should always prepare questions ahead of time in case you are given the opportunity to ask, such as:

What will my duties and assignments be?
What will a typical day look like?
Who will be my supervisor?

Making the Most Out of It!

Once you are accepted for an internship, think about how to make the most of your experience. A good reference book is *Internship Success: Real-World, Step-by-Step Advice on Getting the Most out of Internships* (1998, McGraw Hill) by Marianne E. Green.

Be aware that often the first day of your internship is the most important one. Ask as many questions as possible to ensure you understand your responsibilities and your expectations are realistic. This will also help prevent the “copy and file” rut that some interns get trapped in. After all, you want your work to be substantive and beneficial to you.

To the extent possible, try to “network.” Not only will you learn more and enjoy your time more, but it will make it easier for your supervisor to write you a detailed letter of recommendation. And sometimes it can pave the way for a higher-level internship or even employment.

So get going! It is never too early to line up an internship.
St Catherines
new film attached

BRENTWOOD COLLEGE SCHOOL
Vancouver Island, British Columbia, Canada
420 Students, Boys and Girls Grades 8 – 12
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Founded in 1923, Brentwood College is a co-educational university preparatory school for grades 8 through 12. Located on Vancouver Island, our oceanfront campus is home to 420 students from diverse Canadian and international backgrounds, and affords opportunities for a variety of aquatic sports and outdoor activities. Proximity to Victoria provides access to music, theatre, and other cultural experiences.

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FOR FURTHER DETAIL, CONTACT ANDY RODFORD, DIRECTOR OF ADMISSIONS:
Tel: (250) 743-5521, Fax: (250) 743-2911 or email: admissions@brentwood.bc.ca
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Est. 1908

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St. Margaret’s School. Shatters barriers, shapes the future.
## Schools at a glance

See our web page WWW.atsa.org and click on the marketplace tab.

### JUNIOR HIGH SCHOOLS

<table>
<thead>
<tr>
<th>School Name</th>
<th>Enrollment</th>
<th>Gender Distribution, M/F</th>
<th>Percent Boarding</th>
<th>Percent International</th>
<th>Levels Offered</th>
<th>Accepts/Others ADD and LD</th>
<th>Miles to Int'l Airport</th>
<th>Dorms w/E-mail, phones</th>
<th>Holiday Break Coverage</th>
<th>Annual Tuition, Room &amp; Board (USD)</th>
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### JUNIOR-SENIOR HIGH SCHOOLS

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### SENIOR HIGH SCHOOLS

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<th>Miles to Int'l Airport</th>
<th>Dorms w/E-mail, phones</th>
<th>Holiday Break Coverage</th>
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<td>N</td>
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<td>PG</td>
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<td>20</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>27,065</td>
</tr>
</tbody>
</table>

CONTINUED ON PAGE 61
Foreign Service Youth Foundation Summer Activities

June 4  Basement Meeting*  6:30 PM-8:00 PM
June 8  Farewell Lunch for AWAL & graduating Globe Trotters.
June  TBA Go-Karting or Hiking at Great Falls
June 29 Newsletter Meeting, 10am-12 pm, FSI’s Transition Center, RSVP by June 26.
July 4  AFSYF/AAFSW Potluck Barbeque. All FS community. 3:30 PM - 6:30 PM RSVP, by July 1 directions and sign up for a dish to Anne Sullivan at (703) 359-6955, or e-mail: playgroup@AAFSW.org.
July 17 Splashdown Water Park
August Six Flags Amusement Park
August 6 Basement Meeting*  6:30 PM-8:00 PM
August 10 WINGS Newsletter Event.
September 7 WINGS Newsletter Event.
September 8 Welcome Back Picnic! 4:00 PM to 6:30 PM. FSYF, AWAL and Globe Trotters FS families w/ youth, ages 9-18, and their siblings. Bring covered dish to share. Lubber Run Park, Arlington, VA.

*Potomac Room (near rental office) Oakwood Apartments 501 N. Roosevelt Boulevard, Falls Church, VA

For more information on any of the FSYF events contact:
E-mail: fsyf@fsyf.org Tel. (301) 404-6655 or view www.fsyf.org
## Schools at a glance

See our web page [WWW.afsa.org](http://WWW.afsa.org) and click on the marketplace tab.

### SENIOR HIGH SCHOOLS

<table>
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<th>Common Application</th>
<th>Accepts/Offers ADD and LD</th>
<th>Int'l Students Orientation</th>
<th>Miles to Int’l Airport</th>
<th>Dorms w/E-mail, phones</th>
<th>Holiday Break Coverage</th>
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<td>207</td>
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<td>18</td>
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<td>Y</td>
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<td>N</td>
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<td>N</td>
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<td>Y</td>
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<td>58</td>
<td>110</td>
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<td>100</td>
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<td>N/Y</td>
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### MILITARY SCHOOLS

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<th>Enrollment</th>
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<th>Accepts/Offers ADD and LD</th>
<th>Int’l Students Orientation</th>
<th>Miles to Int’l Airport</th>
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<th>Holiday Break Coverage</th>
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<th>Annual Tuition, Room &amp; Board (USD)</th>
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<td>280</td>
<td>66/34</td>
<td>72</td>
<td>6-12</td>
<td>N</td>
<td>N</td>
<td>30</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>17,998</td>
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</tr>
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</table>

### HOMESCHOOLING / ELEMENTARY SCHOOL / SPECIAL NEEDS SCHOOL

<table>
<thead>
<tr>
<th>School Name</th>
<th>Advertisement Page No.</th>
<th>Enrollment</th>
<th>Gender Distribution, M/F</th>
<th>Percent Boarding</th>
<th>Levels Offered</th>
<th>Common Application</th>
<th>Accepts/Offers ADD and LD</th>
<th>Int’l Students Orientation</th>
<th>Miles to Int’l Airport</th>
<th>Dorms w/E-mail, phones</th>
<th>Holiday Break Coverage</th>
<th>Accepts/Offers ADD and LD</th>
<th>Annual Tuition, Room &amp; Board (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gov School, The</td>
<td>63</td>
<td>143</td>
<td>All boys</td>
<td>100</td>
<td>7-12, PG</td>
<td>N</td>
<td>All LD</td>
<td>20</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>28,450</td>
<td></td>
</tr>
<tr>
<td>Calvert School</td>
<td>63</td>
<td>143</td>
<td>All boys</td>
<td>100</td>
<td>7-12, PG</td>
<td>N</td>
<td>All LD</td>
<td>20</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>28,450</td>
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</tr>
<tr>
<td>Rock Creek International School</td>
<td>66</td>
<td>185</td>
<td>50/50</td>
<td>NA</td>
<td>Pre-K—6</td>
<td>N</td>
<td>N</td>
<td>20</td>
<td>Y</td>
<td>NA</td>
<td>Y</td>
<td>16,550</td>
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<tr>
<td>Vanguard School</td>
<td>58</td>
<td>136</td>
<td>87/49</td>
<td>94</td>
<td>4-12, PG</td>
<td>N</td>
<td>Y</td>
<td>50</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>29,900</td>
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### OVERSEAS SCHOOLS

<table>
<thead>
<tr>
<th>School Name</th>
<th>Advertisement Page No.</th>
<th>Enrollment</th>
<th>Gender Distribution, M/F</th>
<th>Percent Boarding</th>
<th>Levels Offered</th>
<th>Common Application</th>
<th>Accepts/Offers ADD and LD</th>
<th>Int’l Students Orientation</th>
<th>Miles to Int’l Airport</th>
<th>Dorms w/E-mail, phones</th>
<th>Holiday Break Coverage</th>
<th>Accepts/Offers ADD and LD</th>
<th>Annual Tuition, Room &amp; Board (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Overseas School of Rome</td>
<td>55</td>
<td>600</td>
<td>50/50</td>
<td>7</td>
<td>70</td>
<td>Pre-K—PG</td>
<td>N</td>
<td>Y</td>
<td>30</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>21,000</td>
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<tr>
<td>Brentwood College School</td>
<td>57</td>
<td>425</td>
<td>58/42</td>
<td>78</td>
<td>22</td>
<td>8-12</td>
<td>N</td>
<td>N</td>
<td>42</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>16,500</td>
</tr>
<tr>
<td>Leysin American in Switzerland</td>
<td>60</td>
<td>315</td>
<td>55/45</td>
<td>100</td>
<td>9-12, PG</td>
<td>Y</td>
<td>N</td>
<td>75</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>25,000</td>
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</tr>
<tr>
<td>St. Margaret’s School</td>
<td>58</td>
<td>415</td>
<td>All girls</td>
<td>25</td>
<td>K-12</td>
<td>N</td>
<td>N</td>
<td>20</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>12,629</td>
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<tr>
<td>TASIS-American School in England</td>
<td>62</td>
<td>740</td>
<td>50/50</td>
<td>50</td>
<td>30</td>
<td>Pre-K—12</td>
<td>N</td>
<td>Limited</td>
<td>15</td>
<td>N</td>
<td>Limited</td>
<td>N</td>
<td>16,470</td>
</tr>
</tbody>
</table>
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