



SUMMER 2026 HIGH SCHOOL INTERN APPLICATION GUIDE

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SUBMITTING YOUR APPLICATION

Congratulations on deciding to apply for the Port of Seattle’s Summer High School Internship Program! This guide is intended to provide step-by-step instructions to help you complete your application*. Once you create an account, you can pause anytime by clicking ‘Save As Draft’ and come back to finish later.

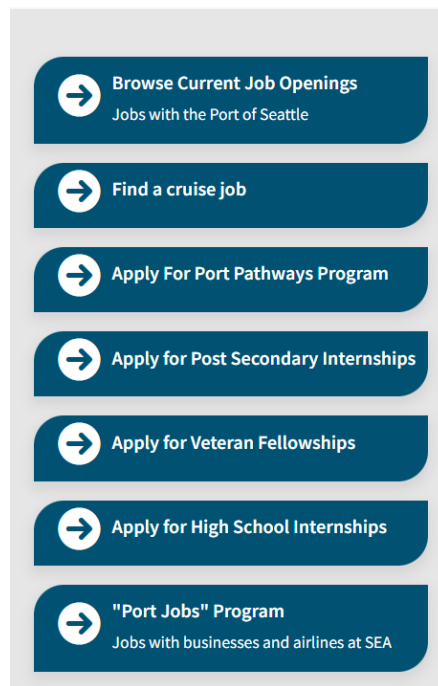
Save as Draft

** Please note that final aspects of the application may be subject to change.*

Step 1: Create an Account

Navigate to portseattle.org/careers.

Select ‘Apply for High School Internships’ from the menu on the right-hand side of the page.



Click on the available high school internship job posting listed on the page that you want to apply to. Once the roles are live, there will be two postings:

- ◆ One for Skilled Trades titled, ‘High School Intern – Skilled Trades – Summer 2026.’
- ◆ One for all other roles titled, ‘High School Intern – Summer 2026.’

If you meet requirements, you may apply to both.

After reading the job description, click the ‘Apply Online’ button to start the application process.

Apply Online

Add to My Job Cart

Log in to your existing account OR follow the instructions to create a new account. Be sure to save your password for future access.

New User Registration

Please take a few moments to register. You will need this information to access your account in the future.

Mandatory fields are marked with an asterisk.

or Sign in with:

*User Name

*Password

*Re-enter Password

Email Address

Re-enter Email Address

Register

Cancel

Step 2: Resume Upload

Follow the prompts to upload a resume that contains, at minimum, the following:

1. Your contact information (name, email, and phone number).
2. Your education.
3. Your relevant experience. This may include employment, internships, volunteering, sports, clubs, or informal experience, such as helping with family or community.

Or upload a resume

Select the resume file to upload

No file chosen

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

No thanks, I will fill out the online submission manually

We recommend uploading your resume in Word or PDF format. If you choose not to upload a resume at this stage, you will have to enter your information manually and upload your resume later.

Step 3: Personal Information

Select from the dropdown where you heard about the application.

Fill out your personal information, including your name, address, and contact information.

Step 4: Job-Specific Questions

The application will take you through a series of questions, outlined below. Answer each question to the best of your abilities.

1. Will you be 16 years of age or older by the start date of the internship? *(For skilled trades, the age requirement is at least 18 by the start date of the internship.)*

Answer 'Yes' or 'No'

2. Are you legally authorized to work in the United States?

Answer 'Yes' or 'No'

3. Do you have any relatives currently employed by the Port of Seattle?

Answer 'Yes' or 'No'

4. The Port of Seattle is committed to being a leader in regional and national efforts to advance racial equity. The Port is engaged in ongoing work to embed equity, diversity, and inclusion into our workplace culture, our policies, and our day-to-day practices. Everyone in the organization - from leadership to front-line workers - is expected to join in this commitment. If hired for this position, will you support our efforts to advance equity, diversity, and inclusion?

Answer 'Yes' or 'No'

5. What is your zip code?

Enter the 5-digit zip code of your home address in the text box.

6. Please indicate any community partner organization(s) you are affiliated with.

Review the list of community partner organizations and select any that you are affiliated with. 'Affiliated with' means having a formal relationship with the organization. You may have participated in their programming, be an enrolled member, and/or receive services from this organization. 2026 Community Partners are as follows:

- ◆ Asian Counseling & Referral Service
- ◆ Chief Kitsap Academy and/or Suquamish Tribe
- ◆ Chief Sealth International High School
- ◆ Computing for All
- ◆ Duwamish River Community Coalition/Duwamish Valley Youth Corps
- ◆ Duwamish Valley Sustainability Association
- ◆ Fathers and Sons Together
- ◆ Franklin High School
- ◆ Kandelia
- ◆ Muckleshoot Tribal School and/or Muckleshoot Tribe
- ◆ Museum of Flight
- ◆ Puget Sound Skills Center
- ◆ Rainier Scholars
- ◆ Rainier Valley Leadership Academy
- ◆ Seattle Skills Center
- ◆ Technology Access Foundation
- ◆ Urban Family
- ◆ Young Executives of Color

7. *Are you interested in pursuing a career in skilled trades? (This question applies to Skilled Trades Only)*
Answer 'Yes' or 'No'

8. Why are you interested in interning with the Port of Seattle and what do you hope to gain from the experience? Please note that responses will be limited to 5 lines.

Type your answer into the text box.

9. Tell us about a time when you were asked to do something you had never done before. What steps did you take to accomplish the task and what did you learn from the experience? Please note that responses will be limited to 5 lines.

Type your answer into the text box.

Short Answer Tips

- ◆ Make sure you respond to all parts of the question.
- ◆ Be specific – use examples and detail from your research or your own experience.

- ◆ Try to demonstrate your understanding of the Port of Seattle and of the internship program structure and goals, as outlined in the job posting.
- ◆ Examples do not need to be from a previous job. You may also discuss volunteering, coursework, or lived experience.
- ◆ Responses will be limited to 5 lines of text, which is approximately 150 words.

10. What is your first-choice department placement? Please refer to the job posting for department details.

Select the department you would most like to work with from the list. Please see below for 2026 departments.

11. What is your second-choice department placement? Please refer to the job posting for department details.

Select your second-choice department from the list. Please see below for 2026 departments.

12. What is your third-choice department placement? Please refer to the job posting for department details.

Select your third-choice department from the list. Please see below for 2026 departments.

2026 Department Placements

- | | |
|---|---|
| <ul style="list-style-type: none"> ◆ Aviation Environment & Sustainability ◆ Aviation Facilities & Infrastructure: Asset Management ◆ Aviation Facilities & Infrastructure: Administrative ◆ Aviation Maintenance Facility Services ◆ Commission & Government Relations ◆ Economic Development ◆ Engineering | <ul style="list-style-type: none"> ◆ External Relations: Community Engagement ◆ External Relations: Content Services ◆ Maritime Environment & Sustainability ◆ Maritime Operations ◆ Talent Connections ◆ Talent Development & Diversity ◆ <i>Electronic Technicians – STS Shop (Skilled Trades)</i> ◆ <i>Marine Maintenance (Skilled Trades)</i> |
|---|---|

13. Monday-Thursday department placements are hosted at different Port facilities. Which of the following location(s) are you able to work at? Please select all that apply.

Read through the list of facilities and select any that you would be able to work at. Please note which roles are hosted at which facilities. We recommend looking up your commute by clicking on the link to bring up the location.

- ◆ [SEA Airport](#): All Aviation roles, Talent Development and Diversity, Electronic Technicians – STS Shop
- ◆ [Marine Maintenance South \(SODO\)](#): Marine Maintenance
- ◆ [Shilshole Bay Marina & Fishermen’s Terminal](#): Maritime Operations
- ◆ [Pier 69](#): Commission & Government Relations, Economic Development, External Relations: Content Services, Maritime Environment & Sustainability
- ◆ [Duwamish River Community Hub](#): External Relations: Community Engagement
- ◆ [SeaTac Office Center \(STOC\)](#): Engineering
- ◆ Hybrid Remote: Talent Connections

Step 5: Education

Fill out your educational information. If you have not yet graduated, add your anticipated graduation date.

Education 1

School*

Program

Education Level*

Start Date

Graduation Date

Anticipated Graduation Date

Step 6: Employment History

Add any relevant employment history. Please make sure you also include this experience on a resume.

Employment History

Work Experience

Please list out your work experience, starting with the most recent.

Work Experience 1

Employer*

Job Title*

Current Job

Start Date

End Date

Position Responsibilities

Step 7: Certification and Licenses

You may skip this section.

Step 8: File Attachments

If you did not upload your resume at the beginning, be sure to upload it here. **Transcripts and Cover Letter are not required and will not be reviewed.** You may upload unofficial transcripts or a blank document to bypass the Transcripts requirement.

File Attachments

*

Attachments

As part of your application process, attach the following:

- [Unofficial transcripts](#) - Required
- [Cover letter](#) - Highly recommended

Once a file is attached, you can overwrite it by attaching a file with the same name and extension.

Select the file to attach

No file chosen

Comments about the file

Step 9: eSignature

Read instructions and add your signature.

Step 10: Review and Submit

Review your information and hit 'Submit' to finalize your application. You should receive a confirmation email at the email address you used to create your account.

ADDITIONAL QUESTIONS

For questions or assistance with your application, reach out to internships@portseattle.org.