

Summer 2025 High School Internship Application Guide

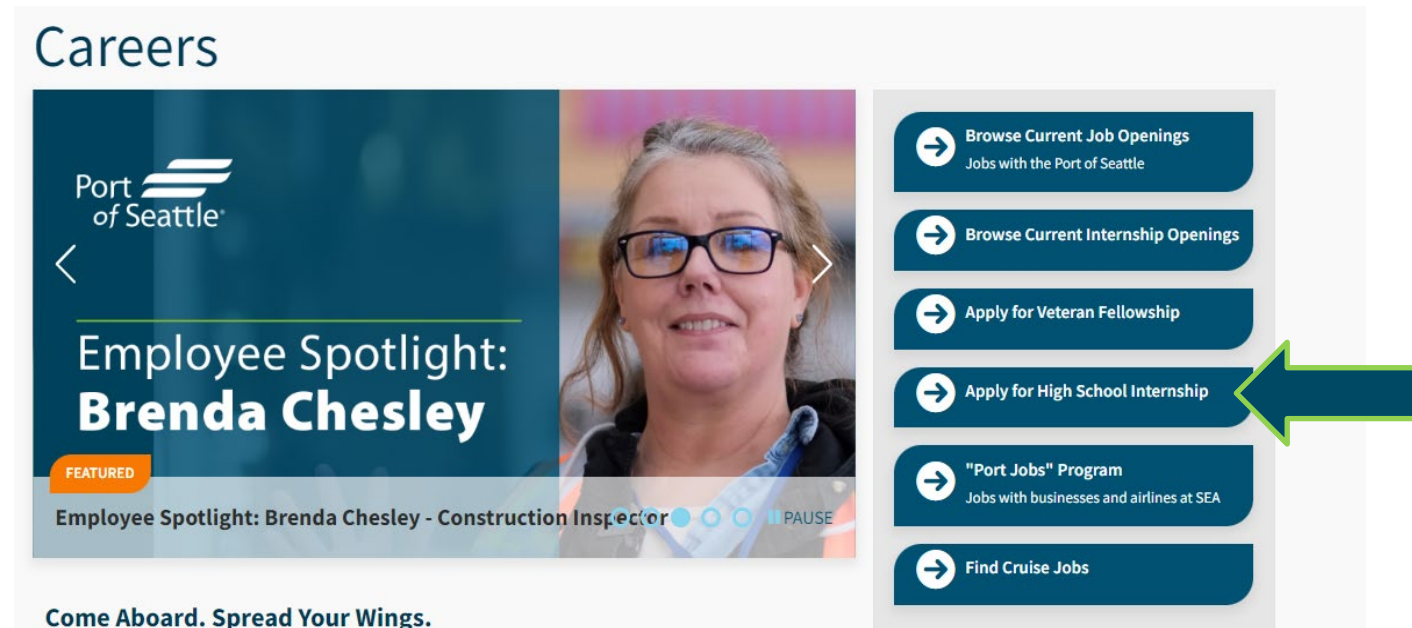
Apply May 5-18, 2025



How to Apply

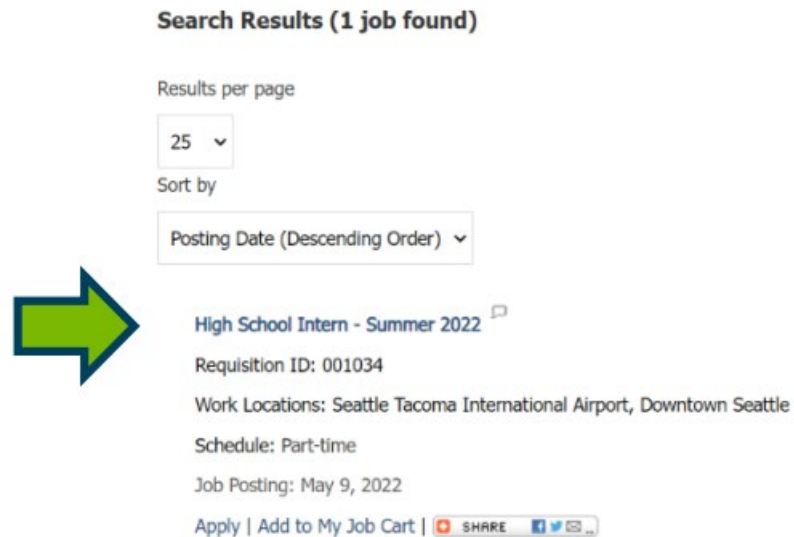
Navigate to portseattle.org/careers.

Select 'Apply for High School Internship' on the right.



Set Up New Applicant Account


- Click on the available high school internship job posting listed on the page. There will be two postings:
 - One for Skilled Trades titled, 'High School Intern – Skilled Trades – Summer 2025.'
 - One for all other roles titled, 'High School Intern – Summer 2025.'
- If you meet requirements, you may apply to both.



Set Up New Applicant Account

After reading the job description, click the 'Apply Online' button to continue to the application process.

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



The screenshot shows a job application interface. At the top, there are tabs for 'JOB SEARCH' and 'MY JOBPAGE'. Below these are links for 'Basic Search', 'Advanced Search', and 'All Jobs'. A 'Back to prior page' link is also present. A pagination indicator shows 'Job 1 out of 1 Previous | 1 | Next'. A green arrow points to the 'Apply Online' button. Below this is an 'Add to My Job Cart' button. A 'SHARE' button with social media icons is also visible.

High School Intern - Summer 2022
(001034)
Location : Seattle Tacoma International Airport
Organization : HR HS Intern Program
Employee Status : Temporary
Schedule : Part-time
Posting Expires : May 22, 2022, 11:59:00 PM
Minimum Salary : 17.56
Midpoint Salary : 17.56

Returning user


xUser Name

xPassword

Login

Forgot your user name?
Forgot your password?

Don't have an account?
New User



Resume Upload

Upload a resume that contains, at minimum, the following:

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



1 2 3 4 5 6 7 8 9 10

Resume Upload Personal Information Job Specific Questions Education Employment History Certifications and Licenses File Attachments eSignature Disability Survey Review and Submit

Resume Upload

Profile Upload

You can submit personal and professional information by uploading a resume or by importing a profile from a third-party service. The system will automatically extract the relevant information from the profile or the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps. If you do not upload a profile or a resume, you will need to fill out the online submission manually.

Import profile data

☐

Or upload a resume

☒ Select the resume file to upload

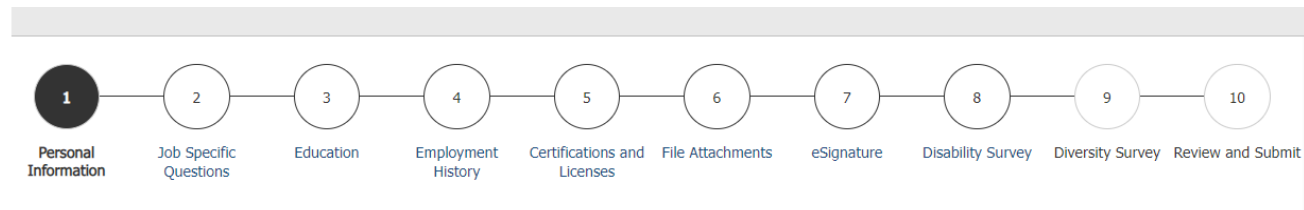
No file chosen

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

Personal Information

Select from the dropdown where you heard about the application.



Personal Information

Source Tracking

Please indicate how you heard about this job.

Source Type*

A green arrow with a black outline points to the 'Source Type' dropdown menu. The dropdown is open, showing a list of options: 'Career Fair' (selected), 'Select One...', 'Career Site', 'Job Board', 'News Group', 'Other', 'Professional Associations', 'Referral', and 'Social network service'.

Personal information in the fields below.

Job Specific Questions

- If you are affiliated with a Community Partner, please select the appropriate organization you are associated with.
- ‘Affiliated with’ means having a formal or informal relationship with the organization. You may have participated in their programming, be an enrolled member, and/or receive services from this organization.
 - 2025 Core Community Partners include African Community Housing and Development, Asian Counseling and Referral Service, Chief Kitsap Academy, Chief Sealth International High School, Computing for All, Division of Vocational Rehabilitation, Duwamish River Community Coalition, El Centro de la Raza, Fathers and Sons Together, Foster High School, Franklin High School, Garfield High School, Highline Public Schools Native Education Program, Iraqi Community Center of WA, Muckleshoot Tribal School, Partner in Employment, Puget Sound Skills Center, Rainier Scholars, Rainier Valley Leadership Academy, Seattle Skills Center, Technology Access Foundation, The Museum of Flight, Urban Family, YWCA-Femme2STEM, and Young Executives of Color.

Job Specific Questions

You will be asked to respond several to short-answer questions on your application.

Short answer tips:

- Make sure your answers are the **correct length** noted in the question.
- Address all **parts of the question** in your response.
- For questions that ask 'why,' **be thoughtful** about your reasons and **explain why**.
- Be specific and include **details or examples** in your response.
- **Demonstrate your understanding** of internship program's structure and goals, as outlined in the job posting.

Job Specific Questions

Choose which department location(s) you are available to work at. Each location title below contains a link to the location address – click the link to learn more. We highly recommend looking up the commute from your home.

- [SEA Airport](#): Aviation Environmental, all Aviation Maintenance roles, Public Art Program, Electronic Technicians – STS Shop
- [Marine Maintenance South \(SODO\)](#): Marine Maintenance
- [Shilshole Bay Marina](#) & [Fishermen's Terminal](#): Maritime Operations
- [Pier 69](#) : Commission Office, Human Resources – Talent Development & Diversity, Maritime Environment & Sustainability
- Hybrid Remote: Environmental Finance, Human Resources – Talent Connections

Note: ORCA cards or parking validation will be provided at each location.

Job Specific Questions

You will be asked to select your top three (3) choices for department placements. Please rank them in order of preference from first (1st) to third (3rd). Department placements for summer 2025 are below. Positions marked with an asterisk (*) are skilled trades roles included in a separate application.

- Aviation Environmental - Noise Programs
- Aviation Maintenance - Asset Management & Logistics
- Aviation Maintenance - Facility Service Contract Management
- Aviation Maintenance - Mechanical Systems
- Commission Office
- Electronic Technicians - STS Shop*
- Environmental Finance
- Human Resources - Talent Connections
- Human Resources - Talent Development and Diversity
- Marine Maintenance*
- Maritime Environment and Sustainability
- Maritime Operations
- Public Art Program

Education

Add the name of your high school.

Applying for: High School Intern - Summer 2022 (Job Number: 001034)

1 Resume Upload 2 Personal Information 3 Job Specific Questions 4 Education 5 Employment History 6 Certifications and Licenses 7 File Attachments 8 eSignature 9 Disability Survey 10 Diversity Survey

11 Review and Submit

Education

Education

List the educational experiences below, starting with the most recent education. If the school is not listed please insert the school name within the field.

Education 1

School*

Highline High School; Select

Program

High School Select

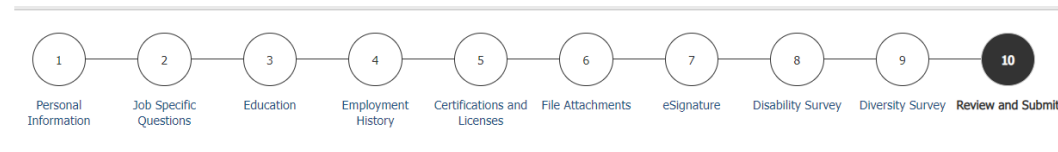
File Attachments

- If you did not upload your resume at the beginning, be sure to upload it here.
- We **do not** require a transcript and cover letter. This question is built into the system.
 - If you do not have a transcript available, upload a screenshot of your unofficial transcript or a blank document. We will *not* review this document.
 - If you upload a cover letter, we will *not* review it as a part of your application.

Review and Submit

Review all sections to make sure your information is correct.

Click 'Submit' to finalize your application or 'Save as Draft' to save progress and finish later.



Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.



| |
|---------------|
| Submit |
| Save as Draft |

Additional Questions

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