

ChicagoHistoryMuseum

Internship FAQs

Q: Can I apply for more than one internship project?

A: We prefer applicants apply for only one internship project, but if selecting only one is difficult, applicants may apply for up to two projects. We recommend you be specific and select a particular project to apply for. We will not attempt to match you with a project if you leave "Project you are applying for" blank on your application.

Q: What are some tips for writing a suitable personal statement?

A: Carefully read the internship position description you are applying for and, in your Personal Statement, mention specifically why you are interested in and qualified for that position. Indicate how you can contribute to the project.

Q: I have limited availability. What is the time commitment for an internship?

A: Some internship position descriptions indicate a time commitment. In general, interns are expected to contribute at least 12 hours per week for a period of about 10 weeks.

Q: Are there start and end dates for the internship?

A: Some internship position descriptions list start and end dates. Otherwise, interns and supervisors will work with selected interns to find the best start and end dates.

Q: Do I need to submit a writing sample?

A: In most cases, no. Position descriptions will indicate if applicants need to submit a writing sample when applying for that particular project.

Q: Are applications from high school students permitted?

A: The internship program at the Chicago History Museum is primarily designed for students college-age and older.

Q: I am in town briefly during my spring break. May I stop by the Museum for an interview?

A: Probably not. Museum staff who are reviewing applications will contact applicants whom they wish to interview and determine a mutually convenient time.

Q: Are phone interviews allowed?

A: Yes. Many applicants live outside the Chicago area during the application process period, so if an in-person interview is not possible, staff will arrange a phone interview.

Q: Do I have to be currently enrolled to be eligible for an internship?

A: No. The internship program is geared toward current students and recent graduates.

Q: Is the application deadline the date by which the application must be received or the date by which the application must be postmarked?

A: The application deadline refers to the date by which your application must be postmarked.

Q: What does “We are still accepting applications for this internship position” mean?

A: This probably means the application deadline has already passed, but we have not received an adequate number of applications. Thus, the period in which to submit applications has been extended.

Q: How will I be notified by the Museum?

A: We aim to notify applicants when we have initially received application materials. While we strive to notify applicants of final decisions, sometimes the large number of applications makes this difficult.