



# Kennedy Space Center- Pathways Internship Employment Program

## Step-by-Step Application Process

*These are step by step instructions to assist you in applying for a Kennedy Space Center Internship Position. Please note that in order to ensure full consideration for Kennedy Space Center's Internship Employment Program you will need to follow the application directions precisely. **Be sure to include: the number of credits completed, the degree level that you are currently pursuing (do not select "Some Coursework Completed"), major (ensure that it is written out fully), expected completion/graduation date, and GPA.***

If you do not have an account in usajobs.gov, begin at step #1. If you already have an account you may log-in and proceed to step #6.

**NOTE: Before beginning this process you will want to have your existing resume on hand, as this will help you in building your resume in usajobs.gov.**

1. Log onto [www.usajobs.gov](http://www.usajobs.gov).
2. Click on "Create an Account" in upper right hand corner of the page.
3. Fill in the personal information and account information.
4. At the bottom of this page review the terms of service and click "I agree. Create my account."
5. Click on "My Account" at the top of the page

**NOTE: NASA's application does not accept uploaded documents (i.e. transcripts or resumes), but if you are selected for a position you will be required to submit an official transcript mailed directly from your school to the KSC Recruitment & Student Programs Office.**

6. Click on "Resumes" on the left side of the page
7. Select "Build New Resume"
8. Enter "Last Name, First Name – Resume" as the document name
9. Follow all on-screen directions to build your resume (try to include as much information as possible. Although they are not noted as such, the number of credits completed, the degree level that you are currently pursuing (do not select "Some Coursework Completed"), major (ensure that it is written out fully), expected completion/graduation date, and GPA are required fields for NASA Kennedy Space Center Cooperative Education Program applications)

**NOTE: You have now successfully added all information into usajobs.gov. The next portion of the process outlines how to actually apply to a KSC Internship Position**

10. Visit <http://pathways.ksc.nasa.gov/>
11. Click on "Eligibility & Apply" on the left side of page



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12. In the “How to Apply” section click on the link (this link will take you to usajobs.gov. If you are not already logged in then you will need to re-input your username and password)
13. Click “Apply Online” on the right side of the page
14. Select your stored resume.
15. Read all notices thoroughly
16. Check the “I certify...” box
17. Click “ Apply for this position now” at the bottom of the page
18. Click “Take me there now” at the bottom of the screen or wait for the next page to load on its own
19. Read page thoroughly
20. Click “Save & Continue” at the bottom of the page
21. Complete all fields.
22. Click “Save & Continue” at the bottom of the page
23. Review your resume submission
24. Click “Save & Continue” at the bottom of the page
25. Complete the supplemental questionnaire (this information will not be used in the selection process)
26. Click “Save & Continue” at the bottom of the page
27. Select “Submit my application”

**CONGRATULATIONS!** You have just applied for a NASA Pathways Internship position. Check your email to confirm submission of your application. After the selection process is complete you will be notified via email.

If you are having difficulties with any aspect of the Application Process, please email the Recruitment Team at [ksc-pathways@mail.nasa.gov](mailto:ksc-pathways@mail.nasa.gov)