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OPM Internship Recent Undergraduate Students 2025

Description

The U.S. Office of Personnel Management (OPM) is offering a valuable internship opportunity for recent undergraduate students in 2025. This program is designed to provide participants with hands-on experience in human resources, federal government operations, policy analysis, and public administration. Interns will support the OPM's mission to recruit, retain, and manage the federal workforce, while also gaining exposure to various functions within the organization. This is an excellent opportunity to develop professional skills and gain insight into public service careers.

Responsibilities

As an OPM Intern, you will be assigned various duties and responsibilities to assist in the daily operations of OPM, including:

- **Research Support:** Assist in research projects related to federal workforce management, policies, and regulations. Analyze data to identify trends and prepare reports.
- **Administrative Assistance:** Provide general administrative support, such as preparing documents, scheduling meetings, and managing communications.
- **Policy Development:** Assist in the development and analysis of policies related to human resources, labor relations, and federal employee benefits.
- **Project Support:** Support ongoing OPM projects aimed at improving the efficiency and effectiveness of federal workforce programs.
- **Data Entry & Analysis:** Collect and organize data, assist with reports, and perform data entry tasks for ongoing HR initiatives.
- **Collaboration:** Work with a variety of teams across OPM, including policy analysts, HR professionals, and communication specialists.
- **Customer Service:** Provide assistance to internal and external stakeholders, addressing questions or concerns regarding OPM's programs and services.

Qualifications

To be eligible for the OPM Internship, candidates must meet the following criteria:

- **Academic Requirements:**
 - Must have recently completed an undergraduate degree (within the last 12 months) or be a current senior undergraduate student, graduating no later than May 2025.
 - A degree in Public Administration, Human Resources, Political Science, Sociology, Business Administration, or related fields is preferred.
- **Eligibility:**
 - U.S. Citizen or permanent resident.
 - Must be available for a full-time internship for the duration of the summer 2025 session.

Hiring organization

OPM Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Washington, D.C., United States,
20001,, Washington,, D.C.,, United States,

Working Hours

8

Base Salary

10

Date posted

December 22, 2024

Valid through

23.12.2026

Experience

While prior work experience is not mandatory, the following is preferred:

- Internship or volunteer experience in public administration, human resources, or government-related activities.
- Experience working with data analysis tools, conducting research, or providing customer service in a professional environment.

Skills

The ideal candidate should possess the following skills:

- **Analytical Skills:** Ability to analyze data, interpret trends, and assist in the preparation of reports or presentations.
- **Communication Skills:** Strong written and verbal communication skills to effectively communicate ideas and findings.
- **Organizational Skills:** Excellent attention to detail with the ability to manage multiple tasks and meet deadlines.
- **Technical Proficiency:** Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint) and other common software applications.
- **Teamwork:** Ability to work collaboratively in a team environment and build relationships across diverse groups.
- **Problem Solving:** Ability to approach challenges with a solution-oriented mindset.
- **Customer Service:** Strong interpersonal skills to interact with staff and stakeholders.

Job Benefits

Interns will enjoy a range of benefits during their time at OPM, including:

- **Competitive Compensation:** Paid internship with hourly compensation based on experience and location.
- **Hands-On Experience:** Opportunity to work on meaningful projects that impact federal workforce policies and practices.
- **Career Development:** Exposure to government operations and the chance to build professional networks within the public sector.
- **Professional Mentorship:** Mentorship and guidance from experienced OPM professionals to support career development.
- **Networking Opportunities:** Connect with professionals across federal agencies and other key government organizations.
- **Flexible Work Environment:** Possibility of remote or hybrid work options depending on the specific internship position.

How To Apply

To apply for the OPM Internship for Recent Undergraduate Students 2025, follow these steps:

1. **Submit an Online Application:** Visit the OPM careers portal and complete the online application. Ensure you upload your current resume and a copy of your academic transcript.
2. **Cover Letter:** Write a cover letter that explains your interest in working at OPM, how your academic background aligns with the internship role, and why you are passionate about public service.
3. **Recommendation Letters:** Provide two letters of recommendation from professors, academic advisors, or previous employers who can speak to your qualifications and potential.

[Job Vacancies Portal Here:](#)

