



## BUREAU OF INDIAN AFFAIRS PATHWAYS INTERNSHIP PROGRAM

### Student Intern Biography

Your biography is the way the Internship Program will introduce you to your professional community. Your bio should be brief (no more than 1/2 a page, single spaced), and address key elements, typically listed in your job resume. **A bio should be updated at least once a year or after any significant achievement.**

When you submit the docx file of your bio to the Pathways Program Coordinator, include a picture of yourself (preferable a headshot so people can recognize you) both inside the document, and as a jpeg file).

Please use the following format to submit your bio.

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Headshot of Intern  
(3.5 x 2.5)

**STUDENT NAME** (*First and Last Name*), **Title**, (i.e., Student Trainee (Forestry)), **College or University Name and Address** (*City and State*).

Introduce yourself, who you are and where you come from. Mention where you graduated from high school, your academic background, what degree you are pursuing and why you chose this particular course of study. List co-curricular, interests and accomplishments.

If you have had leadership roles and or participated in community activities, please mention. Discuss previous intern work experience, any awards or certificates you feel good about.

If you speak other languages, also mention.

Lastly, briefly state what your goals are during your internship and key learning or work experience objective(s) you hope to gain before graduating.