



ASSOCIATED  
COLLEGIATE  
PRESS

ACP Guide to  
***internships***  
at the Top Newspapers and  
Magazines

**Inside**

Introduction	2
Interviewing	4
The Resume	6
Internship Links	11
Newspaper Internships	12
Magazine Internships	18

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# introduction

**E**ven if your school doesn't require you to do an internship in order to graduate, you should plan to do at least one if you want to get a job on a newspaper or magazine.

And if you aspire to work for a major metropolitan daily or a national magazine, you ought to have two or three internships completed by the time you begin to apply for your first permanent job. This is in addition to steady, solid work on your campus publications. Don't let lack of motivation now leave you in the dust later.

Some journalism students think that if an internship isn't required as part of their curriculum, then they can "get away" with not having to do one. While it might seem (and probably is) easier to take that physical education elective, such a view is short-sighted. The experience you gain by working on a professional publication, even if for no pay, will reward you many times over in the future. So even if your college doesn't require you to do an internship, push yourself to get one.

Many aspiring journalists think that an internship is something done only between their junior and senior years in college. Increasingly, that is not the case.

While it's true some colleges require that an internship be done at a particular point in the college experience, most don't. And while it is also true that some publications want interns who are juniors, for example, many have no such restrictions. Don't box yourself in by thinking that an internship is a one-shot deal. The most successful job candidates have two, three or even four internships on their resumes. Here's how that works.

There's no reason why a smart, motivated young journalist like yourself couldn't seek summer work on a small community newspaper in or near your hometown. This is true even if you're just a freshman. Many students have gotten this important professional experience with only a year of college behind them. But they were motivated and had been working on a campus publication for at least a semester. So get started now (if you're not already) working on your college newspaper, magazine or yearbook.

You should also be aware that the smaller newspapers and magazines in your hometown probably won't be able to pay you money, but remember that it's the experience you're after. Think of them as stepping stones to bigger and better (and hopefully paid) internships down the road. That's why even limited experience on a college publication is so important.

Most students work every summer they're in college. These summer jobs often aren't even called "internships," but might be fashioned into one if they're in the communication field. Check with one of your professors.

It's not unusual for a student's first internship to be unpaid, but subsequent ones usually are at publications large enough to pay something. Keep in mind, too, that your school might limit the number of internship credits you

can accumulate. Most students take the unpaid ones for credit; the paid ones technically are summer jobs for which you might be able to get credit for completing.

And finally, think of internships as classes: some are really great and others aren't so good. But even in your worst classes, there's useful information to be discovered. The same principle applies to any internship. You have to be motivated enough to discover what will make it the best possible experience for you.

## Special requirements

Read carefully the internship descriptions in this guide. You'll see that some places have very specific requirements, such as year in school, previous experience or application deadline. Others have no such restrictions. Some internship slots are designated solely for news or features or sports. Others are only in photography or graphics. You should expect an internship to last eight to 12 weeks. Some publications have very formal programs where each intern works for two weeks in a different department. At other places, interns function like staff members, filling in for vacationing regulars. Some smaller publications have no established internship program, but more than once an eager student has talked his or her way into summer work.

Remember, too, most of the internships listed here are for the major newspapers and magazines in the country. Some offer internships only in the summer, while others take interns anytime during the year. If you're not interested in any of the internships listed in this guide, hundreds of other possibilities for internships exist. You'll have to contact them directly to ask, or maybe your state press association can help. Some press associations publish a guide like this one, only for specific geographic regions.

## When to apply

The larger the publication, the earlier the deadline is likely to be. Some deadlines are as early as Nov. 1 for the following summer. Some smaller publications take applications right up until the positions are filled. Even for those with late or no deadlines, you should send out your resumes, clips and cover letters by Dec. 31.

In deciding where to apply, be realistic. The Washington Post won't hire you if you don't have lots of good experience. By the same token, if you're pretty good, don't set your goal too low. Use the "applying-to-colleges" theory: pick a few at the high end, some in the middle, and a few to fall back on.

Journalism is a competitive field. As you know, there are far more journalism majors than there are jobs and internships at newspapers and magazines. But not everyone who is a journalism major wants to work at a newspaper or magazine. Many want to go into corporate communication or public relations. And not everyone has your experience, motivation and persistence. Don't give up easily. There's a job or internship for you out there somewhere. After all, today's editors were student journalists not so long ago.

# interviewing

**D**on't be lulled into thinking that just because you've been called for an interview, you've got the internship or job sewn up. Editors often interview in person or by phone at least three people for every opening. Do your best and don't berate yourself if your first few interviews don't go as well as you would have liked. Use them to learn how to do better on subsequent interviews. The more interviews you experience, the better and more relaxed you'll become.

The advice that follows here is intended to give you an idea of what to expect during an interview and to help you be better prepared.

## Before the Interview

Find out what you can about the newspaper or magazine. Read a few issues, if you can. This will enable you to talk intelligently about the format and style of the publication, as well as current articles.

Think about the questions you might be asked. A few possibilities are listed here, but you could probably get a more extensive list from your school's career services office. Think about how you would answer those questions, so you don't stumble for words when they do come up. Some students even rehearse answers, but be careful you don't have it down so well that it's mere recitation.

## Possible questions include:

- Why do you want to work for this publication?
- What accomplishment in your life has made you the proudest?
- What are your strengths and weaknesses?
- What is the last book you read?
- What have been your favorite and least favorite college courses?
- What traits do you like to see in your supervisor?
- What are your goals for five years from now?
- Name one problem you've faced in the past year and how you solved it.

The more interviews you go on, the better idea you'll have about what to expect. That's why it's important to take advantage of any interview opportunity, even if it's not your top choice.

Also think about what questions you might ask. If you are applying for a reporting position and don't ask any questions, that alone will tell an editor something about you. You might ask about specific duties of the position or who your immediate supervisor would be.

Another avenue to explore is to ask a journalism professor if anyone from your school has worked at that particular publication. If so, talk to that person before your interview.

A day or two before the interview, call to confirm the time and location. Ask how long you should allow for the interview and if there's anything you

should bring. Writers might want to take additional clips to leave; graphic artists and photographers will probably want to take along their portfolios. You might also want to ask about parking.

## **The interview**

Dress appropriately. Moderation is the key. Jeans and a T-shirt won't do it, but neither will a \$500 Armani suit. Interviewers realize you're a poor college student, but they'll still expect you to look professional.

Plan to arrive early at the interview site. You don't know what traffic problems you'll encounter or if you'll get lost. If you drive, you'll have to find a place to park.

Remember how important first impressions are. You'll want to make a good one. Show that you are a confident person with a firm handshake and pleasant greeting. Try not to let nervousness show.

Make the interview as conversational as you can. Don't have the attitude that you are on the hot seat and should respond with only yes and no answers. It isn't an inquisition.

If you are applying for a writing or editing position, don't be surprised if you're asked to take some tests on AP style, grammar, copy editing or even to write a story. More and more publications are administering these tests to prospective employees — even prospective interns. One student, as part of the interview, was even asked to critique that day's paper and to make a presentation at the afternoon staff meeting.

Be sure you understand how the process works after the interview. Ask when you might expect to hear something and how you'll be notified.

## **After the interview**

Always follow an interview with a letter thanking the person for the opportunity to interview. Use this letter to reiterate your interest in the position. Keeping your name in the forefront always helps.

Don't get discouraged if you were told you'd hear by the 15th and it's the 16th and you've heard nothing. Allow a week after the date you were told before you call to inquire about the status of the process.

If you accept another offer in the meantime, be sure to notify those people with whom you've interviewed. It's probably even a good idea to notify every place you submitted an application, just so they know you're no longer a candidate. This courtesy will be appreciated. And you never know when you might be writing to that editor again.

# the resumé

**E**veryone has an opinion on the proper format for a resumé. Don't let these varied opinions confuse you — there is no one correct way. A resume that gets you interviews is a good one. It's accomplishing its purpose. If you already have a resume put together and you're getting interviews, stick with it. You might need to make only slight modifications for a particular job or internship you are seeking.

But if you are just now setting about the task of putting a resumé together, here are some tips that will help. Use these hints in conjunction with the sample resumé published in this guide. And remember, a good resumé is one with which you are happy.

## Name

Obviously, you'll want your name at the top of the resumé. Don't make it too big or too small. Somewhere between 14 and 18 point type usually looks good.

## Address

Include your address at school as well as your home or permanent address. The latter is especially important if you are sending out resúmes just before winter break, spring break or summer. Be sure to include phone numbers because busy editors almost always call if they are interested in setting up an interview. They write only if they're not interested, and sometimes they don't even do that.

## Job objective

There has never been agreement on whether a resumé needs an objective stated beneath your name and address. Some say it's an advantage because it tells the person reading your resumé exactly what type of work you want. Other say it's unnecessary because you wouldn't be sending a resumé if you didn't want that type of work. If you choose to use an objective, keep it short.

## Related experience

This is where you can toot your own horn about all the great things you've done in journalism. Don't exaggerate, but don't be overly modest either. Arrange these items in reverse chronological order, meaning put the most current stuff first. If you have experience on a professional newspaper or magazine, whether as an intern or stringer, you may want to list that separately. You could name one category "Professional Experience" and the other "College Experience." The category names you choose to use on your resumé are entirely up to you.

For each entry in this section, you should list the position, the name of the publication, and offer a brief explanation of your duties and accomplishments.

As odd as this sounds, write in sentence fragments, with the “I” being understood. Write in the present tense if it is a position you currently hold, in the past tense if it’s not. For example:

Assistant News Editor, *THE BREEZE*, James Madison University's twice-weekly student newspaper, Cir 8,500. Responsible for assigning and editing all campus news stories for Thursday editions. Also write an average of two stories per week. Jan. to May 2000 and Sept. 2000 to present

Staff Writer, *THE BREEZE*. Covered Student Government and campus crime. Series on SGA spending placed second in regional SPJ contest. Sept. 1999 to Jan. 2000.

## Other work

If you’re short on related experience but have a good work record, it wouldn’t hurt to include that information. It would show a potential employer that you are motivated and responsible. Keep in mind, however, that most editors, except those at the smallest publications, will want to see some journalism experience.

## Education

Here’s where you’ll list your college or university, your major and when you’ll graduate. If your overall grade point average is good (3.0 or higher), you could include it, but it’s not necessary. Sometimes applicants, especially those short on experience, list the relevant courses they’ve completed. If you have an associate's degree from a community college, list that too. Normally, graduation from high school is not listed because it’s assumed you have your diploma if you’re in college. However, one instance in which you might want to list your high school is if it’s in the same geographic area as the publication to which you are applying. It would show familiarity with the area.

Lots of students automatically put “education” as the first category on a resumé. That’s not always a good idea. The best advice is to structure your resumé in the “inverted pyramid.” Put your most impressive credentials first. For someone with little experience but who attends a well-known journalism school, the first resumé category might be “education.” But for someone else who already has completed a summer internship and who is editor of the campus magazine, the first resumé category might be “related experience.” Use your own judgment.

## Honors and awards

You’ll have this category only if you have something to put in it. And it doesn’t have to be a Pulitzer. Don’t be afraid to include small honors such as “Story of the Week,” even if it’s chosen by your editors. And don’t overlook scholarships you might have been awarded. Include items from your senior year in high school only if they are related to the position you are seeking.

## Activities

Be sure to include in this category memberships or positions of leadership you hold in journalism organizations or elsewhere. Students who are active in their community are attractive to editors because they are more well-rounded and diverse. It is no longer the case that editors want writers who live, eat and sleep journalism. Take a cue from this in selecting the courses you take, too.

## References

You'll hear some people say that putting "available on request" is sufficient here. In journalism, however, such a phrase could send your resumé to the recycling bin. Editors are busy. For most, hiring is just one of many tasks they do. And for many, it's not a task they relish. Make it easy on them. If they are interested in you, references should be immediately available. That's why it's important to include the names, titles, addresses and telephone numbers of three references at the bottom of your resumé or on a separate page. Before you list a reference, however, be sure to ask that person's permission. Choose people who are familiar with your abilities. This could include professors you've had and even student editors who oversee your work.

A few final notes: Don't think your resumé needs to be printed on fluorescent hot-pink paper to get noticed. If you're applying for a creative position in advertising or graphic design, something out of the ordinary might be appropriate. But if you're seeking a writing or editing position, a straightforward resumé on white or off-white paper works best.

Additionally, it's a myth that every resumé over one page gets tossed in the trash. It's great if you can fit your resumé and references on a single page, but don't leave out important, relevant information just to keep your resumé to one page.

Finally, and this might be the most important advice, be absolutely positive your resumé contains no typos or other mistakes. That's the fastest way to put yourself out of the race.

## Clips

While not part of your resumé, examples of your best work are an important part of the package you send out. If you're looking for a writing internship, you should send photocopies of six to eight of your best published stories. Editors often say they like to see a variety of stories on a variety of subjects. Don't send the original clips — too many loose ends and hard to keep together (not to mention what it does to your morgue). Photocopies, even those reduced to fit on 8 1/2 x 11 paper, are acceptable as long as they are readable.

If you are a photographer and can afford it, send a sheet of slides as part of each package. Most newspapers and magazines will want you to shoot in color, so be sure to include some examples. If duplicating slides is too expensive, send clips or original prints.

If you are a graphic artist, copies of about 12 pieces of published work will give an editor a good idea of your skills.

If you are part of the online staff, be sure to include your Web site address, but also send some hard copy examples of your work.

## Cover letters

A cover letter is what the person reviewing your package of material will see first, so it should be good. Address it to a specific person, even if it means phoning the publication to get the right name (be sure to check the spelling) and title. Letters addressed to "sir or madam" or "to whom it may concern" smack of assembly-line production. With desktop publishing, there's no reason not to customize each cover letter for the specific position you are seeking.

Use your cover letter to sell yourself. Highlight the strongest parts of your resumé and expand on them. For example, if you faced particular challenges in carrying out your duties on your campus paper, point them out and state how you overcame them. Also use your cover letter to explain why you want to work for this particular publication and what you could do for it. If you are available for an interview during a certain week, suggest that you get together then. If you have a mutual acquaintance, the cover letter is a good place to note that connection. But like your resumé, be absolutely certain you have no mistakes in your cover letter.

**Jeffrey Gammol**

school address: 150 Copy Desk Ave. Mt. College, Ill. 22222 (703) 555-1212 jgammol@mtcollege.edu

permanent address: 200 W. 22nd St. Hometown, N.Y. 33333 (202) 867-5309

**Objective:** secure a summer reporting internship

**Experience:** Campus Correspondent, *Paperville Times*, daily newspaper, circulation 210,000. Newstown, N.Y. Contribute enterprise feature stories and commentary concerning college campus issues. Obtain quotes for question and answer section. August 2000—present.

Staff Writer, *The Daily Student*, Anywhere University's twice-weekly student news paper, circulation 8,500. Write news and feature articles, many of which originate from my ideas. Assist in special projects. Experienced in MacWrite II. February 1998—present.

Summer Intern, *The Learning Press*, weekly newspaper, circulation 4,000. Tutorsville, N.H. Wrote news and features. Assisted in photography and paste up. May 2000—June 2000.

Stringer, *This Week*, weekly newspaper, circulation 13,200. Printersdale, N.Y. Wrote about high school sports in the community. August 1997—June 1998.

**Education:** Anywhere University, Mt. College, Ill. Pursuing a Bachelor of Science degree in mass communication and a minor in physical science. Expected completion date: May 2002. Grade point average: 3.3 on a 4.0 scale. Courses completed include: news writing; news editing; basic photography; mass communication law; short story writing; playwriting; international relations; comparative politics; American government; law and jurisprudence; science, technology and society.

**Awards:** Anywhere University Honors Scholar, Fall 1998—present. President's List, Fall 2000. Dean's List, Fall 1999 and Spring 2001. Society for Collegiate Journalists, 1998—present. National Golden Key Honor Society, 1999.

**References:**

John Professor Asst. professor of journalism Anywhere University Brokaw-Rather Rm. 17 Mt. College, Ill. 22222	Karen Boss General Manager <i>The Learning Times</i> P.O. Box 1000 Tutorsville, N.H. 66666	Stacey Director Editor, <i>Daily Student</i> Anywhere Univ Brokaw-Rather St. College, Ill.
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## sample resumé

**Jennifer Bardel**  
10001 Anylane  
Anywhere, MN 99999  
Home: (555) 676-8989  
Work: (555) 767-9898  
jbardel@colorado.edu

**JOB OBJECTIVE:** Sports Reporter

**INTERNSHIPS:** Sports Reporter, *Rocky Mountain News*, Denver, CO. Covered University of Denver baseball season and weekly high school track. Wrote an average of three stories per week. Also wrote a weekly column. 20 hours per week Jan.-May 2002.

Reporter, *The Patriot Ledger*, Quincy, MA. Six weeks on Metro Desk and six weeks in Features. Covered variety of news, including local politics, courts, crime and education. Feature work included stories on local summer theater and special program for retired executives. May-Aug. 2001.

**COLLEGE EXPERIENCE:** Sports Editor, *Colorado Daily*, University of Colorado. Supervised staff of 15 writers. Assigned and edited approximately 20 stories per week. Coordinated coverage of all UC varsity sports. Jan.-May and Sept.-Dec. 2001.

Sports Writer, *Colorado Daily*, University of Colorado. Covered men's football and women's lacrosse. Wrote game stories and some features. Article on lacrosse player awarded honorable mention in Colorado Press Association contest. Sept.-Dec. 2000.

**SKILLS:** Proficient on Macintosh. Extensive knowledge of Quark Xpress. Some knowledge of PageMaker and Photoshop. Can use electronic data bases on the Internet to check facts. Good interviewer.

**EDUCATION:** University of Colorado, Boulder. Currently a senior majoring in journalism and minoring in kinesiology. Overall GPA is 3.25 on 4.0 scale.

**ACTIVITIES:** Society for Collegiate Journalists, UC chapter, vice president. Program coordinator, Chappellear Hall, UC campus. Special Olympics volunteer since 1998.

**REFERENCES:**

Dawn Girarg Associate Editor <i>The Patriot Ledger</i> 400 Crown Colony Dr. Quincy, MA 02169 (777) 888-7655	Dave Rogers Sports Editor <i>Rocky Mountain News</i> 400 W. Colfax Denver, CO 80204 (555) 656-7777	Dr. Jill Proff Associate Professor Journalism Dept. Univ. of Colorado Boulder, CO 80305 (222) 333-1444
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## Putting your portfolio on the Web or a CD

In recent years, the Internet has given design and photography applicants a new way to showcase their work to potential employers. By creating a Web site of your best photos or design samples, and including the site's URL on your resume, you can sell yourself to many more employers than you could provide with slides or physical samples. But beware of the pitfalls. First, always respect the employer's wishes—if the job listing requests slides or prints, then send them. Secondly, although you might have virtually unlimited space for your Web site, the traditional rules of portfolios still apply—only include the number of pictures or samples that will show the very best of your abilities (usually five to 10 design samples or 10 to 20 slides). Finally, the appearance of your Web site reflects as much on your neatness and creativity as your resumé and cover letter. This can be a good chance to show off your Web design abilities if you have experience in that area. But if it's your first time designing a Web page, you might want to consult with your newsroom's online guru before showing your site to the world.

If you're really ambitious, you can create your own CD or DVD to send to prospective employers. Using a disc burner and some inkjet-printable adhesive labels, you could easily and inexpensively produce a professional-looking product that gives you a tangible edge over other applicants, especially for internships which place a premium on multimedia skills. The same rules as above apply, and it's important that your disc be platform-independent (that is, it works on both PC and Macintosh computers). Test out your disc on several different computers, new and old, before mass-producing it. A disc that makes a prospective employer's computer crash could be even worse than a typo on your resumé.

## Applying via e-mail

Sending applications via e-mail is becoming a more widely accepted practice in the job market. Compared to "snail mail," e-mailing a resumé and cover letter can really speed up the response time for both you and your employer. It also democratizes the process—with e-mail, there's no fancy paper enhance your marketability, only the facts. But it's definitely the employer's call here—even if the job listing displays an e-mail address, don't assume they'd like to receive your formal application that way. Look for an explicit invitation to send your resumé and cover letter to their e-mail address.

If you do choose to send your resumé via e-mail, there are certain style rules to follow. Send your resume as an attached Word or PDF document (again, make sure the file displays correctly on other computers, both Windows and Mac, before sending). Cover letters can be sent the same way or written in the body of the e-mail. For both, put all of the most important information in the top third of your document so that it's visible on the screen without scrolling down.

# *web sites with job and internship listings*

## **Editor and Publisher Classifieds**

<http://www.editorandpublisher.com/eandp/classifieds/index.jsp>  
Online version of the classifieds published in the magazine, arranged by job category

## **JournalismJobs.com**

<http://www.journalismjobs.com>  
Top site for media job listings

## **Newspaper CareerBank**

<http://careerbank.naa.org/>  
Newspaper Association of America job site

## **Gannett Newsroom Opportunities**

<http://www.gannett.com/career/>  
Job openings at Gannett-owned dailies

## **McClatchy Job Openings**

<http://www.mcclatchy.com/>  
click on "Employees"  
Job openings at McClatchy-owned dailies

## **National Diversity Newspaper Job Bank**

<http://www.newsjobs.com>  
Targets women and minorities but is available to anyone; you must apply through the job bank

## **TV Jobs Internship Listings**

<http://www.tvjobs.com/intern.htm>  
List of broadcast internships available

## **MediaLine**

<http://www.medialine.com>  
Positions available at television stations

## **ACPjobs**

<http://studentpress.org/acpjobs>  
ACP's own job board for student journalists, now powered by AfterCollege.com

# newspaper internships

r = resume cl = cover letter

## Birmingham News

www.bhamnews.com/newsroom/news-internships.html

Cir: 145,000  
Req: r, cl, work samples, references  
Deadline: Nov. 1  
Contact: Hunter George  
Executive Editor  
PO Box 2553  
Birmingham, AL 35202  
hgeorge@bhamnews.com

## Arkansas Democrat-Gazette

www.arkansasonline.com

Cir: 180,000  
Req: r, cl, up to 10 clips, references, jr/sr with prior internship preferred, no electronic submissions  
Deadline: Nov. 30  
Contact: Internship Coordinator  
PO Box 2221  
Little Rock, AR 72203  
501-378-3485

## Arizona Republic

www.arizonarepublic.com

Cir: 400,000  
Req: Pulliam Journalism Fellowship: get application from www.indystar.com/pjf  
Deadline: Nov. 15  
Contact: Russell Pulliam  
Pulliam Fellowship Director  
PO Box 145  
Indianapolis, IN 46206  
317-444-6001  
russell.pulliam@indystar.com

## Los Angeles Times

www.latimes.com

Cir: 800,000  
Req: r, cl, 1-page essay, up to 12 clips, 3 references  
Deadline: Jan. 1  
Contact: Randy Hagihara  
Editorial Internship Director  
202 W 1st St  
Los Angeles, CA 90012  
213-237-7992  
randy.hagihara@latimes.com

## Orange County Register

www.ocregister.com

Cir: 270,000  
Req: r, cl, 2 letters of recommendation, college transcript, up to 10 work samples (20 images/page designs)  
Deadline: Dec. 15  
Contact: Dennis Foley  
Internship Coordinator  
625 N Grand Ave  
Santa Ana, CA 92701  
714-796-6011  
714-796-7820 fax  
dfoley@ocregister.com

## San Diego Union-Tribune

www.signonsandiego.com

Cir: 328,000  
Req: r, cl, 6 clips, 20 images for photographers/page designers, previous internships  
Deadline: Nov. 15 (Oct. 15 for designers)  
Contact: Carol Goodhue  
Training and Development Editor  
350 Camino de la Reina  
San Diego, CA 92108  
619-293-1525  
carol.goodhue@uniontrib.com

## San Francisco Chronicle

www.sfgate.com/chronicle/newsroomjobs/

Cir: 600,000  
Req: r, cl, 3 references, 5-7 clips (photocopies)  
Deadline: Oct. 31  
Contact: Summer Internship Program  
Human Resources Department  
901 Mission St  
San Francisco, CA 94103

## San Jose Mercury News

www.mercurynews.com

Cir: 230,000  
Req: r, cl, references, 6-8 clips  
Deadline: Nov. 3  
Contact: Katharine Fong  
Deputy Managing Editor  
750 Ridder Park Drive  
San Jose, CA 95190

## Denver Post

www.denverpost.com

Cir: 264,000  
Req: r, cl, 3 references, up to 5 clips, completed junior year before internship  
Deadline: Oct. 31  
Contact: Internship Recruiter  
101 W Colfax Ave Ste 600  
Denver, CO 80202

## Washington Post

www.washingtonpost.com/intern

Cir: 786,000  
Req: r, cl, 6-8 clips, application form, 2 letters of recommendation, transcript, 500-word autobiography, jr/sr/grad student  
Deadline: Nov. 1  
Contact: Newsroom Summer Internship Program  
1150 15th St NW  
Washington, DC 20071  
202-334-6765  
kendrickp@washpost.com

## Florida Times-Union

www.jacksonville.com

Cir: 177,000  
Req: Application including GPA, clips, at least 2 references (1 academic)  
Deadline: Dec. 1  
Contact: Coulter Kirkpatrick  
Newsroom Office Manager  
PO Box 1949  
Jacksonville, FL 32231  
coulter.kirkpatrick@jacksonville.com

## Miami Herald

www.miamiherald.com

Cir: 300,000  
Req: r, cl, 6-8 clips, jr/sr/grad student  
Deadline: Oct. 31  
Contact: Rick Hirsch  
Multimedia Editor  
One Herald Plaza  
Miami, FL 33132  
rhirsch@miamiherald.com

## Orlando Sentinel

www.orlandosentinel.com/newsjobs

Cir: 227,000  
Req: r, cl, at least 7 clips (CD portfolio for photographers/designers), references, previous internship, car  
Deadline: Nov. 15  
Contact: Dana Eagles  
Staff Development Editor  
633 N Orange Ave  
Orlando, FL 32801

## Palm Beach Post

www.pbpost.com

Cir: 177,000  
Req: r, cl, references, 5-7 clips  
Deadline: Dec. 1  
Contact: Lynn Kalber  
Director of  
Administration/Newsroom  
2751 S Dixie Highway  
West Palm Beach, FL 33405  
lkalber@pbpost.com

## South Florida Sun-Sentinel

www.sun-sentinel.com/internships

Cir: 251,000  
Req: r, cl, 8-10 samples  
Deadline: Nov. 15  
Contact: Kathleen Pellegrino  
Recruitment Editor  
200 E Las Olas Blvd  
Fort Lauderdale, FL 33301  
kpellegrino@sun-sentinel.com

## St. Petersburg Times

www.tampabay.com/internships

Cir: 350,000  
Req: online application, cl, r, 5-6 clips, previous internship, soph/jr/sr/grad student  
Deadline: Nov. 15  
Contact: Nancy Waclawek  
Director of Corporate Giving  
PO Box 1121  
St. Petersburg, FL 33731  
727-893-8780  
waclawek@sptimes.com

## Tampa Tribune

www.tbo.com

Cir: 208,000  
Req: r, 6 clips mounted on letter-size paper, 500-word essay, 3 references, application form from tbo.com, keyword "internships"  
Deadline: Dec. 1  
Contact: Duke Maas  
Managing Editor / Tribune  
The News Center, 202 S Parker St  
Tampa, FL 33606  
rmaas@tampatrib.com

## Atlanta Journal & Constitution

www.ajc.com/services/internship

Cir: 310,000  
Req: r, cl, 5-10 clips, references, 500 word essay, previous internship  
Deadline: Nov. 16  
Contact: Karen Park  
Intern Coordinator  
72 Marietta St NW  
Atlanta, GA 30303  
ajcinterns@ajc.com

## Honolulu Advertiser

www.honoluluadvertiser.com/internships

Cir: 140,000  
Req: r, cl, 6 clips (20 for photographers/10 for designers), 3 references, letter of recommendation  
Deadline: Dec. 31  
Contact: Shauna Goya  
Intern Coordinator  
PO Box 3110  
Honolulu, HI 96802  
808-535-2425  
sgoya@honoluluadvertiser.com

## Cedar Rapids Gazette

www.gazetteonline.com

Cir: 60,000  
Req: r, cl, references, up to 6 clips  
Deadline: Jan. 1  
Contact: Shonna Woods  
Recruiter  
PO Box 511  
Cedar Rapids, IA 52406-0511  
gazcohr@gazettecommunications.com

## Des Moines Register

www.desmoinesregister.com

Cir: 146,000  
Req: r, cl, 6-8 work samples, references  
Deadline: Dec. 1  
Contact: Randy Brubaker  
Managing Editor  
715 Locust St.  
Des Moines, IA 50309  
515-284-8090  
newsjobs@dmreg.com,  
rbrubaker@dmreg.com

## Chicago Tribune

www.chicagotribune.com

Cir: 675,000  
Req: r, cl, 10-15 clips, 3 references, previous internship  
Deadline: Nov. 30  
Contact: Sheila Solomon  
Senior Editor for Recruitment  
435 N. Michigan Ave.  
Chicago, IL 60611

## The Daily Herald

www.dailyherald.com/hr/index.asp?

section=internships

Cir: 150,000  
Req: application from Web site, r, cl, clips/portfolio  
Deadline: Jan. 15  
Contact: Heather Ritter  
Assistant Human Resources  
Manager  
PO Box 280  
Arlington Heights, IL 60006  
hr@dailyherald.com

## The Dispatch/Rock Island Argus

www.qconline.com

Cir: 45,000  
Req: r, cl, 4-6 clips, references  
Deadline: Feb. 15  
Contact: Roger Ruthhart  
Managing Editor  
1720 Fifth Avenue  
Moline, IL 61201  
309-786-6441  
rruthhart@qconline.com

## Fort Wayne News-Sentinel

www.news-sentinel.com

Cir: 28,000  
Req: r, cl, 3 references, 5 work samples by U.S. Mail  
Deadline: Dec. 1  
Contact: Faith Van Gilder  
Intern Coordinator  
600 W Main St  
Fort Wayne, IN 46802  
260-461-8711  
fvangilder@news-sentinel.com

## Indianapolis Star

www.indystar.com/pjf

Cir: 250,000  
Req: Pulliam Journalism Fellowship: get application from Web site  
Deadline: Nov. 1  
Contact: Russell Pulliam  
Pulliam Fellowship Director  
PO Box 145  
Indianapolis, IN 46206  
317-444-6001  
russell.pulliam@indystar.com

## Lexington Herald-Leader

www.kentucky.com/internships

Cir: 110,000  
Req: r, cl, references, 8 clips, more details on Web site  
Deadline: Nov. 30  
Contact: Delano R. Massey  
Regional Editor  
100 Midland Ave  
Lexington, KY 40508  
859-231-1455  
859-231-3224 fax  
dmassey@herald-leader.com

## Louisville Courier-Journal

www.courier-journal.com

Cir: 225,000  
Req: r, cl, 10 clips (20 images for photographers), 500 word essay describing why you wish to intern  
Deadline: Oct. 17  
Contact: Mary Pat Falk  
525 W. Broadway, PO Box 740031  
Louisville, KY 40201-7431  
502-582-4616  
502-582-4610 fax  
mfalk@courier-journal.com

## New Orleans Times-Picayune

www.nola.com

Cir: 181,000  
Req: r, cl, 8-10 clips  
Deadline: Dec. 1  
Contact: Lynn Cunningham  
Assistant to the Editor  
3800 Howard Ave  
New Orleans, LA 70125  
504-826-3345

## Boston Globe

www.bostonglobe.com/newsintern

Cir: 382,500  
Req: download application from Web site  
Deadline: Nov. 1  
Contact: Mary Rourke  
Newsroom  
PO Box 55819  
Boston, MA 02205  
617-929-3212  
rourke@globe.com

## Worcester Telegram & Gazette

www.telegram.com

Cir: 115,000  
Req: r, cl, clips  
Deadline: none  
Contact: Harry Whitin  
Editor  
20 Franklin St, PO Box 15012  
Worcester, MA 01615-0012  
508-793-9120

## Baltimore Sun

www.baltimoresun.com

Cir: 304,000  
Req: r, cl, 3 references, up to 10 clips, previous internship  
Deadline: Nov. 31  
Contact: Sam Davis  
Assistant Managing  
Editor/Recruitment & Staff  
Development  
501 North Calvert St  
Baltimore, MD 21278-0001  
sam.davis@baltsun.com

## Detroit Free Press

www.freep.com/jobspage

Cir: 349,000  
Req: r, cl explaining how the internship could benefit you, 600-word essay, 3 references, 6 clips for writers/designers, 20 for photographers  
Deadline: Dec. 1  
Contact: Joe Grimm  
Recruiting/Development Editor  
600 W Fort St  
Detroit, MI 48226  
grimm@freepress.com

## The Detroit News

www.detnews.com

Cir: 221,000  
Req: r, cl, 7-10 clips, 3 references, 300-word statement on your strongest influence in journalism  
Deadline: Nov. 15  
Contact: Walter Middlebrook  
Director of Recruiting & Community Affairs  
615 W. Lafayette Blvd.  
Detroit, MI 48226  
wmiddlebrook@detnews.com

## Minneapolis Star Tribune

www.startribune.com

Cir: 360,000  
Req: r, cl, clips or portfolio, 2 letters of reference  
Deadline: Dec. 1  
Contact: Newsroom Internship Coordinator  
425 Portland Ave S  
Minneapolis, MN 55488

## St. Paul Pioneer Press

www.twincities.com

Cir: 192,000  
Req: r, cl, 6-8 clips, references, 2-page essay, hard copies only  
Deadline: Dec. 3  
Contact: Barb Regal  
345 Cedar Street  
St. Paul, MN 55101

## St. Louis Post-Dispatch

www.stltoday.com

Cir: 280,000  
Req: r, autobiographical essay, 6 clips (20 for photographers/designers), 4 references, official transcript  
Deadline: Nov. 15  
Contact: Pam Maples  
Managing Editor  
900 N Tucker Blvd  
St. Louis, MO 63101  
314-340-8282

## The Sun-Herald

www.sunherald.com

Cir: 45,000  
Req: r, cl, 2-8 clips, 3 references  
Deadline: April 1  
Contact: Stan Tiner  
Executive Editor  
PO Box 4567  
Biloxi, MS 39535  
228-896-2825

## Charlotte Observer

www.charlotte.com

Cir: 219,000  
Req: r, cl, 6 clips  
Deadline: Dec. 1  
Contact: Hope Paasch  
Intern Coordinator  
PO Box 30308  
Charlotte, NC 28230  
704-358-5143  
hpaasch@charlotteobserver.com

## Raleigh News & Observer

www.newsobserver.com

Cir: 178,000  
Req: application (from Web site, keyword "internships"), r, cl, 3 references, 500-word autobiography, 6 clips, previous internship  
Deadline: Nov. 1  
Contact: Carole Tanzer Miller  
Staff Development Editor  
215 S McDowell St  
Raleigh, NC 27601

## Grand Forks Herald

www.grandforksherald.com

Cir: 30,000  
Req: photo only for 2008: r, cl, portfolio  
Deadline: March 1  
Contact: Jenelle Stadstad  
Administrative Assistant  
PO Box 6008  
Grand Forks, ND 58206  
jstadstad@gfherald.com

## The Forum of Fargo-Moorhead

www.in-forum.com

Cir: 50,000  
Req: r, cl, up to 6 clips, 3 references  
Deadline: Nov. 27  
Contact: Mary Jo Hotzler  
Deputy Editor  
PO Box 2020  
Fargo, ND 58107  
701-241-5582  
701-241-5487 fax  
mhotzler@forumcomm.com

## Omaha World-Herald

www.omaha.com

Cir: 200,000  
Req: r, cl, clips  
Deadline: Nov. 1  
Contact: Jeff Carney  
Assistant Managing Editor  
World-Herald Square  
Omaha, NE 68102  
jeff.carney@owh.com

## Albuquerque Journal

www.abqjournal.com

Cir: 120,000  
Req: r, cl, 5 clips, 3 references  
Deadline: Dec. 15  
Contact: Ellen Marks  
Deputy City Editor  
PO Drawer J  
Albuquerque, NM 87103  
505-823-3842  
emarks@abqjournal.com

## Las Vegas Review-Journal

www.lvrj.com

Cir: 175,000  
Req: r, cl, 5 clips  
Deadline: Jan. 31  
Contact: Mary Hynes  
City Editor  
PO Box 70  
Las Vegas, NV 89125-0070  
702-383-0286  
mhynes@reviewjournal.com

## Buffalo News

www.buffalonews.com

Cir: 174,000  
Req: r, cl, 4-5 clips, sophomore through grad student  
Deadline: Dec. 1  
Contact: Howard Smith  
Managing Editor  
One News Plaza PO Box 100  
Buffalo, NY 14240

## New York Times

www.nytc.com/careers/intern.html

Cir: 1.1 million  
Req: James Reston Reporting  
Fellowships: r, cl, 8-10 clips from daily newspapers, previous daily newspaper internship, senior or grad student  
Deadline: Nov. 15  
Contact: Sheila Rule  
Senior Editor  
620 Eighth Ave  
New York, NY 10018  
212-556-4143  
rulesh@nytimes.com

## Newsday

www.newsday.com

Cir: 380,000  
Req: application, procedures online: www.newsday.com/internships  
Deadline: Nov. 15  
Contact: Internship Coordinator  
235 Pinelawn Road  
Melville, NY 11747  
jobs@newsday.com

## Columbus Dispatch

www.dispatch.com

Cir: 227,000  
Req: r, cl, 3-4 clips/portfolio, specify department of interest  
Deadline: Dec. 1  
Contact: Katy Gantz  
Human Resources/Internships  
34 S Third St  
Columbus, OH 43215  
614-461-5038  
614-461-5533 fax  
kgantz@dispatch.com

## Toledo Blade

www.toledoblade.com

Cir: 140,000  
Req: r, 6 clips (or photo portfolio on CD), 3 references, completed junior year, 3.4 or higher GPA  
Deadline: Jan. 15  
Contact: Luann Sharp  
Asst. Managing Editor  
541 N Superior St  
Toledo, OH 43660

## Tulsa World

www.tulsaworld.com

Cir: 165,000  
Req: r, cl, 5 clips  
Deadline: Jan. 15  
Contact: Susan Ellerbach  
Managing Editor  
PO Box 1770  
Tulsa, OK 74102  
918-581-8329  
susan.ellerbach@tulsaworld.com

## Allentown Morning Call

www.mcall.com

Cir: 106,000  
Req: r, cl, 6-10 clips, 3 references, entering jr./sr. year  
Deadline: Jan. 15  
Contact: Jack Tobias  
Summer Internships  
PO Box 1260  
Allentown, PA 18105  
jack.tobias@mcall.com

## Philly.com (Philadelphia Inquirer/Daily News)

www.philly.com

Cir: 150,000  
Req: Philly.com online internship: r, cl, all by e-mail  
Deadline: open  
Contact: Bob McGovern  
Managing Producer  
PO Box 7788  
Philadelphia, PA 19101  
mcgovern@philly.com

## Sun News

www.myrtlebeachonline.com

Cir: 51,300  
Req: r, cl, references, 6-8 clips  
Deadline: Nov. 1  
Contact: Trisha O'Connor  
Editor  
PO Box 406  
Myrtle Beach, SC 29578-0406  
toconnor@thesunnews.com

## Aberdeen American News

www.aberdeennews.com

Cir: 16,000  
Req: r, cl, at least 5 clips, references, non-classroom news writing experience  
Deadline: March 2  
Contact: Anita Meyer  
Managing City Editor  
124 S 2nd St  
Aberdeen, SD 57401  
605-622-2309  
ameyer@aberdeennews.com

## Austin American-Statesman

www.statesman.com

Cir: 180,000  
Req: r, cl, references, 2-3 page autobiography, work samples  
Deadline: Nov. 2  
Contact: Drew Marcks  
Assistant Managing Editor  
305 S Congress Ave  
Austin, TX 78704  
512-445-3661  
dmarcks@statesman.com

## Dallas Morning News

www.dallasnews.com

Cir: 412,000  
Req: r, cl, 7-10 clips  
Deadline: Nov. 1  
Contact: Bob Yates  
Deputy Managing Editor  
PO Box 655237  
Dallas, TX 75265  
800-431-0010

## Fort Worth Star-Telegram

www.star-telegram.com

Cir: 245,000  
Req: r, cl, 7-10 clips (10-15 images for photographers), letter of recommendation, 2-page essay  
Deadline: Dec. 15  
Contact: D'Juana Gibson  
Internship Coordinator  
PO Box 915007  
Fort Worth, TX 76115  
817-685-3831  
dgibson@star-telegram.com

## Houston Chronicle

www.chron.com

Cir: 513,000  
Req: r, cl, references, 5-10 clips/10-15 slides  
Deadline: Dec. 1  
Contact: John Wilburn  
Managing Editor  
PO Box 4260  
Houston, TX 77210  
713-362-6319  
john.wilburn@chron.com

## San Antonio Express-News

www.mysanantonio.com

Cir: 250,000  
Req: r, cl, 7-15 clips, 2 letters of reference, previous internship(s)  
Deadline: Nov. 1  
Contact: Barry Robinson  
Administrative Editor  
PO Box 2171  
San Antonio, TX 78297

## Richmond Times-Dispatch

www.inrich.com

Cir: 185,000  
Req: r, cl, 10-12 clips (news stories), jr/sr/grad students  
Deadline: Dec. 22  
Contact: Andrea Bedson  
Office Manager, Newsroom  
PO Box 85333  
Richmond, VA 23293  
804-649-6307  
abedson@timesdispatch.com

## Roanoke Times

www.roanoke.com/news/interns

Cir: 97,000  
Req: r, cl, clips, previous internship preferred, no e-mail applications  
Deadline: Dec. 1  
Contact: Michael Stowe  
Managing Editor  
PO Box 2491  
Roanoke, VA 24010

## The Virginian-Pilot

www.pilotonline.com

Cir: 190,000  
Req: r, cl, 3 references, 8-10 clips (20 for photographers)  
Deadline: Dec. 1  
Contact: Denise Bridges  
Director of Newsroom  
Recruitment  
150 W Brambleton Ave  
Norfolk, VA 23510  
757-446-2456  
denise.bridges@pilotonline.com

## Casper Star-Tribune

www.trib.com

Cir: 32,000  
Req: r, cl, clips, references  
Deadline: Feb. 28  
Contact: Chad Baldwin  
Editor  
PO Box 548  
Casper, WY 82602-0080  
307-266-0545

## USA Today

interns.usatoday.com

Cir: 2.3 million  
Req: online submissions preferred, see Web site above for application/details  
Deadline: Dec. 1  
Contact: Brent Jones  
Standards & Recruitment Editor  
7950 Jones Branch Dr  
McLean, VA 22108  
703-854-3400 x3454

## Seattle Times

www.seattletimescompany.

com/newsroom/summer.htm

Cir: 218,000  
Req: all applications by e-mail, r, cl, 1-page essay, 3 references, 5 work samples (20 for photo/design), car  
Deadline: Nov. 1  
Contact: Patricia Foote  
Assistant Managing  
Editor/Administration  
PO Box 70  
Seattle, WA 98111-0070  
newsinternships@seattletimes.  
com

## Tacoma News Tribune

www.thenewstribune.com

Cir: 119,000  
Req: r, cl, 3 references, 6 clips or CD w/photo samples, car  
Deadline: Dec. 1  
Contact: Hunter George  
News Intern Program  
P.O. Box 11000  
Tacoma, WA 98411  
hunter.george@thenewstribune.  
com

# magazine internships

r = resume cl = cover letter

## Conde Nast Publications

<http://www.condenastcareers.com/internprogram.cfm>

Publishers of Vogue, Architectural Digest, Glamour, Brides, Self, GQ, Vanity Fair, Gourmet, Bon Appetit, Conde Nast Traveler, Allure, House & Garden, Wired, The New Yorker, Lucky, Golf Digest, Details, Teen Vogue, others

Req: visit Web site for more info  
Deadline: Between Jan. 1 and March 1  
Contact: Summer Intern Program  
350 Madison Ave 8th Fl  
New York, NY 10017

## Newsweek Magazine

[www.newsweek.com](http://www.newsweek.com)

Req: r, cl, 5 clips, 2 references, must be entering senior year or recent graduate or professional  
Deadline: Oct. 17  
Contact: Mark Miller  
Assistant Managing Editor  
251 W 57th St  
New York, NY 10019

## Parenting Magazine

[www.parenting.com](http://www.parenting.com)

Req: r, cl, experience at student/professional publication  
Deadline: March 15  
Contact: Sarah Smith  
Senior Editor  
2 Park Ave 10th Fl  
New York, NY 10016  
212-779-5334  
[sarah.smith@bonniercorp.com](mailto:sarah.smith@bonniercorp.com)

## Rodale Press

[www.rodale.com](http://www.rodale.com)

Publishers of Men's Health, Women's Health, Prevention, Organic Gardening, Runner's World, Mountain Bike, Bicycling, Best Life

Req: apply online: r, cl, writing samples, prior internship  
Deadline: March 1  
Contact: Julie Smith  
Senior Staffing Manager  
733 Third Ave  
New York, NY 10017

## Southern Progress Corp.

[www.southernprogress.com](http://www.southernprogress.com)

Publishers of Health, Cooking Light, Southern Accents, Southern Living, Coastal Living, Sunset

Req: application from Web site, r, cl, 1-3 recommendation letters, transcript, up to 5 pages of writing/design samples  
Deadline: Feb. 6  
Contact: Meg Dedmon  
Intern Coordinator  
PO Box 2581  
Birmingham, AL 35202  
205-445-6000  
[spc\\_hrinterns@timeinc.com](mailto:spc_hrinterns@timeinc.com)

## The New Republic

[www.tnr.com/jobs.mhtml](http://www.tnr.com/jobs.mhtml)

Req: one-year internship: r, cl, 2-3 clips (including 1 reporting & 1 opinion), 750-word critique of the politics section of a recent TNR issue, graduates only  
Deadline: early February  
Contact: Britt Peterson  
Assistant Managing Editor  
1331 H St NW, Suite 700 (e-mail applications only, no hard copies)  
Washington, DC 20005  
[bpeterson@tnr.com](mailto:bpeterson@tnr.com)

## Washingtonian

[www.washingtonian.com](http://www.washingtonian.com)

Req: r, cl, 3 clips, references  
Deadline: March 1  
Contact: Denise Kersten Wills  
Associate Editor  
1828 L Street NW Suite 200  
Washington, DC 20036  
202-862-3519  
[dwills@washingtonian.com](mailto:dwills@washingtonian.com)