



Scientists in Parks (SIP Intern) Application Worksheet

Please note: This is not a position application form. This document is a tool to preview questions and draft responses when applying to Scientists in Parks SIP Intern positions. Download the worksheet to use it by clicking File > Download.

Apply online and view openings for SIP Intern positions at <https://conservation-legacy.breezy.hr/>. Browse all opportunities and learn more at <https://www.scientistsinparks.org/>.

Overview of Application Sections

1. [Personal Details](#)
2. [General Information](#)
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All questions marked with an asterisk (*) are required.

Once you begin applying for a position, the application must be completed in one sitting. You will not be able to partially complete a position application and return later to complete it.

You may apply for up to five positions listed on <https://conservation-legacy.breezy.hr/> each application period. Winter 2025-26 positions can accept up to 60 completed applications, so some opportunities may close early if they reach 60 before the application deadline of Sunday, 12 October, 2025 at 11:59 p.m. Eastern Time.

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Page 1—Personal Details ([return to top](#))

Resume Upload

There will be a blue button at the top of the screen labeled, “Upload Resume”*

Click the button to upload a resume file from your computer. Uploading a resume file is required.

Saving your resume file as a PDF (.pdf) or Word Document (.docx) file before uploading works best.

Save your resume with an easy-to-interpret file name if you can:

Ex. “LastName_FirstName_Resume”

or “LastName_FirstName_Resume_Biology_Assistant_Yosemite_1”

It may take the resume several seconds to upload based on file size.

When the file upload is complete, the blue button should change to gray and say “Attached”

The uploaded file name should appear below the “Attached” button if successful.

You may click the “Attached” button to change out the uploaded file while applying, before you submit the position application. Once you submit the application, you cannot go back and update application responses or upload different files. [More guidance on resumes](#)

*Full Name**

*Email Address**

*Phone Number**

[Check Box] [It's ok to text me updates on my application.](#)

Please uncheck the box: we do not send SMS or text updates. This box will be checked by default.

*Address**

As you enter your address, a list of addresses will auto-populate from the field entry, and you will be able to select your address from the dropdown menu.

When you complete the first page of application questions, you can advance to the next page by selecting the “Continue” button at the base of the current page. Please do not use your browser’s back and forward buttons for navigation, as this may result in unsaved changes to your application responses.

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Page 2—General Information ([return to top](#))

Preferred First Name

*Current City of Residence**

Please note a small number of parks with an interest in local candidates might filter on this information when reviewing applications. You do not need to be a local candidate to apply for Scientists in Parks positions.

*Current State of Residence**

Please note a small number of parks with an interest in local candidates might filter on this information when reviewing applications. You do not need to be a local candidate to apply for Scientists in Parks positions.

Select what best describes your current education or employment status:*

Multiple-choice question: select one response from the following options:

Undergraduate Student

Earned an Undergraduate Degree within the last 5 years, but have not yet started a Master's program yet

Master's Student

Earned a Master's degree within the last 5 years

College/University Professor or Researcher

PhD Student

Earned PhD

Private Industry

State/Local Government

Federal Government

Informal Educator

K-12 Educator

Unemployed

Other

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*Please list the full date range you are available to participate in the NPS Scientists in Parks Program.**

Make sure your date range is inclusive of the date range and duration of the position(s) you are applying for, i.e., "From 1/4/2026 - 9/1/2026," etc.

*If there is a time period during the application/selection process when you will be unavailable, please indicate the dates of unavailability, and the best way to contact you.**

When you complete the current page of application questions, you can advance to the next page by selecting the "Continue" button at the base of the page. You can also return to the previous application page using the application's "Back" button at the base of the page. Please do not use your browser's back and forward buttons for navigation, as this may result in unsaved changes to your application responses.

Page 3—Qualification Questions ([return to top](#))

*Will you be 18 years of age or older when this position starts?**

Multiple-choice question: select one response from the following options:

Yes

No

*Are you a U.S citizen, or do you have a Permanent Resident Card or an alien registration card?**

Multiple-choice question: select one response from the following options:

Yes

No

*Have you served with AmeriCorps before? If yes, how many terms of service?**

Multiple-choice question: select one response from the following options. Choose "N/A" if you have never served with AmeriCorps. If you have already served four terms, you are not eligible for SIP Intern positions specifically, because you cannot serve any more AmeriCorps terms.

1

2

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3

4

N/A

*Will you consent to completing federal government and state criminal history checks?**

Multiple-choice question: select one response from the following options:

Yes

No

*Have you ever been convicted of a crime? (Criminal history checks will be conducted but results do not necessarily bar you from participation.)**

Free-form response: please indicate Yes or No. If Yes, please explain convictions.

*This position may require you to drive and our organizational policy disallows people under 21 years of age or who have not had their license for 3 consecutive years to be drivers for the program. Therefore, to meet this policy, are you 21 years old or older OR have you had your license for 3 consecutive years or more?**

If a position requires driving as part of work-related duties, a “No” response would make you ineligible to participate in that position. If the position does not have work-related driving duties, a “No” response is OK and would not affect your consideration for the position.

Multiple-choice question: select one response from the following options:

Yes

No

Please note this is a general question being asked of all applicants. To review the specific driving requirements applicable to the position, please refer to the VEHICLE AND DRIVERS LICENSE REQUIREMENTS section of the online position description.

When you complete the current page of the application questions, you can advance to the next page by selecting the “Continue” button at the base of the page. You can also return to the previous application page using the application’s “Back” button at the base of the page. Please do not use your browser’s back and forward buttons for navigation, as this may result in unsaved changes to your application responses.

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Page 4—Short Answer / Free Form Section ([return to top](#))

There is a 1,500-character limit for each answer in this section.

*Describe your scientific field experience and outdoor skills. (e.g., hiking, backpacking, climbing, orienteering, paddling, caving, etc.).**

*Describe your computer courses and skills. Please include GIS programming, web design/development, databases, general software, and other courses/skills.**

*Describe any other relevant skills (e.g., Museum experience, First Responder, EMT, teaching, public engagement experience).**

*Please write a brief essay (less than 1500 characters) in which you discuss how your experience and interests meet the requirements of the position.**

*Please write a brief essay (less than 1500 characters) in which you discuss how participation in the SIP program would align with your interests, goals, and/or a career in the federal government.**

When you complete the current page of the application questions, you can advance to the next page by selecting the “Continue” button at the base of the page. You can also return to the previous application page using the application’s “Back” button at the base of the page. Please do not use your browser’s back and forward buttons for navigation, as this may result in unsaved changes to your application responses.

Page 5—Additional Questions ([return to top](#))

*How did you find out about this program?**

Dropdown question: select one response from the following options:

Professor

NPS Website

Geological Society of America's Annual Conference

Geological Society of America's website, newsletter or social media post

Ecological Society of America's Annual Conference

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Ecological Society of America's website, newsletter or social media post
Stewards Individual Placements website, newsletter or social media post
Professional Contact
Personal Contact
Other

*Occasionally some project NPS supervisors ask to see additional applications, and Scientists in Parks and Conservation Legacy will copy applications over from related projects. Would you like to be considered for other positions if you are not selected for the ones you applied to?**

Multiple-choice question: select one response from the following options:

Yes
No

*Do you give Scientists in Parks and Conservation Legacy permission to share your application with other programs within Conservation Legacy and with other partner organizations outside of Conservation Legacy and Scientists in Parks? (This would include other field, research, internship, or scholarship programs offered by science organizations, government agencies and other similar groups.)?**

Multiple-choice question: select one response from the following options:

Yes
No

When you complete the current page of the application questions, you can advance to the next page by selecting the "Continue" button at the base of the page. You can also return to the previous application page using the application's "Back" button at the base of the page. Please do not use your browser's back and forward buttons for navigation, as this may result in unsaved changes to your application responses.

Page 6—Education ([return to top](#))

*Current or Most Recent University**

*Current or Most Recent Major/Program(s)**

(e.g., Biology, Ecology, Geology, Environmental Science, Forestry, etc.)

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Current or Most Recent Minor (if applicable)

Current or Most Recent - Degree Level

Dropdown question: select one response from the following options:

A.A.

A.S.

B.A.

B.S.

M.A.

M.S.

Ph.D.

J.D.

Ed.D.

Postdoctoral

Certificate

Other

N/A

*Date of Graduation or Expected Date of Graduation**

Format date as MM/DD/YYYY. Estimate/approximate, if necessary.

Please Upload Your Unofficial Transcript

There will be a hyperlink labeled "Upload File"

Click the hyperlink to upload an unofficial transcript file from your computer. Uploading an unofficial transcript is optional in most cases.

Saving your transcript file as a PDF (.pdf) or Word Document (.docx) file before uploading works best.

You can also upload images of your unofficial transcript as .jpeg or .png files if needed.

Save your transcript with an easy-to-interpret file name if you can (sometimes you can't change transcript file names without affecting the file integrity, in which case don't worry about renaming it):

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Ex. "LastName_FirstName_Unofficial_Transcript"

or "LastName_FirstName_Transcript_BS_LSU"

It may take the transcript several seconds to upload based on file size.

When the file upload is complete, the hyperlink should change to reflect the uploaded file name if successful.

You may click on the file name to change out the uploaded file while applying, before you submit the position application. Once you submit the application, you cannot go back and update application responses or upload different files.

Official transcripts are not required. We highly recommend hiding or removing any sensitive personal information on transcripts if you see things like SSNs or birth dates included for institutional purposes. Most unofficial transcripts do not include this kind of information, but some can. It is always good to check.

Most Scientists in Parks positions do not have a requirement to be a currently enrolled student to apply. Check project descriptions for specific student enrollment and/or completed coursework/degree requirements.

The Scientists in Parks program has seven "DHA" positions that require participants to be enrolled in an undergraduate, graduate, or Ph.D. degree program at an accredited institution of higher education for the duration of the internship, and graduate after the completion of the internship. We identify positions as "DHA" in the position title and project description. If you are applying to a DHA position, you must provide a copy of your unofficial transcript to help us verify you meet the eligibility criteria specific to DHA positions.

Please list all relevant courses completed, the earned letter grade, and the institution. Then list all relevant courses that will soon be completed.*

This is a field with a free-form response. Double check all required information about relevant courses is added:

Ex. Principles of Terrestrial Ecology: A- (Howard University)

Ex. Sedimentology and Stratigraphy: B- (Northern Arizona University)

When you complete the current page of the application questions, you can advance to the next page by selecting the "Continue" button at the base of the page. You can also return to the previous application page using the application's "Back" button at the base of the page. Please do not use your browser's back and forward buttons for navigation, as this may result in unsaved changes to your application responses.

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Page 7—References ([return to top](#))

Please provide the name, title/relationship, and contact details of at least two references. A third reference is optional. Reference contact information appears as part of your reviewed application. References could be contacted anytime between the application deadline and the time of selection for additional information if the position is seriously considering a candidate to participate. The application does not use the contact information to collect recommendation letters on your behalf. Letters of recommendation are not needed to apply.

We recommend selecting references from your educational, work, or volunteer experience. Personal references are also accepted. Ask your references if it is OK to list them and if they feel comfortable providing you a strong reference if contacted about this position. Make sure to verify their contact information.

References may be contacted between the application deadline and when position offers are made, so we recommend letting references know they could be contacted anytime between the application deadline and time of selection. [NOTE: Your application does not need recommendation letters from these references; you simply provide the contact information, and if you are a finalist for a position, NPS staff may contact the references listed.]

*Reference 1 – Name**

*Reference 1 - Email Address**

*Reference 1 - Phone Number**

*Reference 1 – Relationship**

*Reference 2 – Name**

*Reference 2 - Email Address**

*Reference 2 - Phone Number**

*Reference 2 – Relationship**

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Reference 3 - Name

Reference 3 - Email Address

Reference 3 - Phone Number

Reference 3 – Relationship

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Page 8—End of Required Questions ([return to top](#))

The following prompt appears:

“You have entered all of the required data for the application, but it is not yet submitted. The submit button is on the next page. Once you hit submit you will not be able to go back and edit your application. Please be sure to review before submitting.

“Once you’ve submitted, you’ll receive a confirmation email with a link to provide your demographic information. This information will be anonymous and not connected to this application.”

Below the prompt, there will be separate gray “Back” and “Submit Application” buttons at the base of the page. You can use the “Back” button at the base of the page to revisit and check your application responses before submitting. You can use the “Submit Application” button to proceed in submitting your position application. Please do not use your browser’s back and forward buttons for navigation, as this may result in unsaved changes to your application responses

After you submit, it will take a few moments before you advance to a screen confirming your application has been successfully submitted.

Page 9—Application Submitted ([return to top](#))

There will be a confirmation in your browser that your position application went through OK:

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Application Submitted

Your application has been submitted successfully. Good luck!

"Application Submitted" "Your application has been submitted successfully. Good luck!"

In addition, there will be a follow-up confirmation email delivered to you from Scientists in Parks that will confirm your application submission and ask you to complete a brief 1 or 2-minute demographic survey. It is very important to fill out the demographic survey so Scientists in Parks can make informed program improvements.

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Acceptable Resume Formats ([return to Personal Details](#) or [return to top](#))

You can apply with a regular 1-2 page resume that addresses how you compliment the duties and qualifications mentioned in the position description. Tailoring your resume will help the mentoring park supervisors better understand how your own experiences relate back to the goals for the position, and the qualifications and skills that come from your past experiences. **You do not have to create a federal resume or full-fledged CV in order to apply!** If you choose to submit a federal resume or CV, it should be **no longer than 5 pages** and list your most relevant experiences towards the top.

Additional Resume Guidance

Generated with help from ChatGPT

1. Contact Information:

Include your full name, phone number, professional email address, and LinkedIn profile (only if applicable, don't need one). Double check for accuracy and professionalism.

2. Objective or Summary:

Write a concise and targeted objective or summary highlighting your career goals and what you bring to the table. Try to customize this to align with the position description for which you are using the resume to apply.

3. Education:

List your educational background in reverse chronological order. Include the degree earned, institution, graduation date, and relevant coursework or honors.

4. Experiential Learning:

Detail things like research experience, including the title of your work or project, (i.e., if you have some research experience you might list the project title and where you completed it), your role, and the dates. Emphasize specific skills, techniques, and methodologies and practices used.

5. Skills:

Highlight technical skills, such as laboratory techniques, equipment proficiency, and software knowledge. Include transferable skills like critical thinking, problem-solving, and communication.

6. Professional Experience:

Detail relevant work experience, emphasizing accomplishments and responsibilities. Use action verbs to start bullet points (e.g., "Conducted," "Analyzed," "Collaborated"). Keep in mind relevant work experience may not be what you think: if you worked at a grocery store fulfilling online shopping orders, that can translate to demonstrating you are detail-driven and customer service-oriented to a park!

(more tips continue on next page)

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7. Volunteer Experience:

Include any volunteer work, especially if it's related to an area that ties back to the position in a direct or indirect way, or science outreach. This is something that can really help to share, but people often forget to highlight it!

8. Certifications and Training:

Mention any relevant certifications, workshops, or additional training. Highlight any professional development activities.

9. Publications and Presentations:

It's 100% OK not to list publications and presentations, most of our program's audience would not have them based on their career stage! Include any publications, presentations, or posters you have authored or co-authored. Provide full citations, including journal names, dates, and collaborators.

10. Awards and Honors:

You might not have these and it is 100% OK! Include them if they make sense. Showcase any awards, scholarships, or honors received during your academic and professional journey.

11. Professional Memberships:

You might not have these and it is 100% OK! Include them if they make sense. If applicable, list memberships in professional organizations related to your specific interest areas and field.

12. Tailor Your Resume:

Customize your resume for each job application by emphasizing the most relevant skills and experiences.

13. Quantify Achievements:

Whenever possible, use metrics to quantify your achievements, such as the number of experiments conducted or the impact of your research.

14. Use Keywords:

Incorporate relevant keywords from the job description to pass through applicant tracking systems (ATS).

15. Formatting:

Keep your resume clean, well-organized, and easy to read. Use a professional font and consistent formatting.

16. Proofread:

Eliminate typos and grammatical errors. Have someone else review your resume as well.

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