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WHITE HOUSE COUNCIL ON ENVIRONMENTAL QUALITY - INTERNSHIP APPLICATION

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**INSTRUCTIONS**

This application form is our opportunity to get to know you and understand why you would like to intern at the Council on Environmental Quality. Any questions regarding this application should be directed to [internships@ceq.eop.gov](mailto:internships@ceq.eop.gov). Before the due date for the desired internship session, please e-mail your completed application to [internships@ceq.eop.gov](mailto:internships@ceq.eop.gov).

**PERSONAL INFORMATION**

Name (first, middle initial, last):

Date of Birth (mm/dd/yy):

Place of Birth (City, State or Country for non-US):

US Citizen (yes/no/permanent resident)\*:

Current Address:

Current Phone:

Permanent Address:

Permanent Phone:

E-mail address:

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\* US Citizenship is required for internships within the Executive Office of the President

Please select your top three areas of interest. See descriptions attached for information about each office. Please be aware you are not guaranteed to work in one of these areas (1 = First choice, 3 = Third choice):

- Office of National Environmental Policy Act Oversight
- Office of Land & Water Ecosystems
- Office of Energy & Climate Change
- Office of the Federal Government Sustainability
- Office of Legislative Affairs
- Office of Communications
- Office of Public Engagement

*Describe yourself in three sentences (no more than 8 words each):*

Extracurricular Activities:



### AVAILABILITY INFORMATION

Session applying for\* (select one):

Summer

Fall

Spring

Availability: Full Time

Part Time (indicate hrs/wk):

Earliest start date (mm/dd/yy):

Latest ending date (mm/dd/yy):

### ACADEMIC INFORMATION

Current University/College:

Current Major:

Expected Month/Year of Graduation:

Previous University/College:

Previous Major:

Degrees held:

Date degree awarded (mm/yy):

Awards, fellowships, scholarships:

### ESSAY QUESTION (not to exceed 750 words)

Please attach one short essay to your application that addresses all of the following questions.

The essay question should be answered in one 750-word essay. The best essays will incorporate the answers to all three questions in one cohesive paper. **Do not exceed the word limit.**

1. Why are you applying to intern with the White House Council on Environmental Quality?
2. What do you hope to gain from a CEQ internship experience?
3. What aspects of your background make you uniquely prepared to work at CEQ?

### RESUME

Attach a current resume to this application.

### REFERENCES

Provide two references (professional or academic) not otherwise named in this application. Include name, phone number, email address, and relationship to you.

- 1.
- 2.

**NOTE:** Please be aware that the White House has a zero-tolerance policy for drug use. You will be required to take a drug test prior to beginning your internship. You will also be asked about any use of drugs during your security interview. Failure to pass the drug test will result in your immediate disqualification.

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\* Typical dates for each session: Summer (May – August), Fall (September – December), Spring (January – April).

Deadline for application is March 1<sup>st</sup> (Summer), July 1<sup>st</sup> (Fall), November 1<sup>st</sup> (Spring). **Applications may be considered on a rolling basis.**

### **Office of Energy and Climate Change (E&CC)**

The Office of Energy and Climate Change leads policy efforts, often in coordination with other offices in the Executive Office of the President, across a variety of issues, including: 1) Safely and responsibly developing our domestic energy resources; 2) Mitigation of greenhouse gasses and toxic air pollutants; 3) Clean energy R&D, financing, and deployment; 4) Residential, commercial, and industrial energy-efficiency; 5) Electric grid and transmission infrastructure modernization; 6) International affairs and climate change adaptation; and 7) Fuel economy standards, advanced vehicles, and alternative transportation.

### **Office of the Federal Environmental Executive (OFEE)**

The Office of the Federal Environmental Executive is responsible for promoting sustainability and environmental stewardship throughout Federal government operations. OFEE supports agency sustainability efforts with expertise, detailed guidance, workshops, and data collection tools. Its specific focus is the successful implementation of Executive Order 13514 on Federal environmental performance, including achieving goals for Federal greenhouse gas emissions reduction, energy efficiency, high performance buildings, fleet performance, and climate adaptation.

### **Office of Land & Water Ecosystems**

The Office of Land & Water Ecosystems coordinates with multiple federal agencies on the restoration of five freshwater ecosystem initiatives in the Everglades, Chesapeake Bay, Great Lakes, Gulf Coast, and California Bay Delta. The Land & Water team is also responsible for ensuring agencies adhere to the requirements of the Clean Water Act (CWA), as well as advancing nationwide goals for water quality improvement. CEQ helps to ensure public and private lands are productive, sustainable, and accessible for the benefit of human and environmental interests through bodies such as the White House Rural Council and initiatives like America's Great Outdoors. In addition, CEQ co-chairs the National Ocean Council (NOC), which implements the National Ocean Policy.

### **Office of NEPA Oversight**

The Office of NEPA Oversight is responsible for the oversight of the National Environmental Policy Act of 1969 (NEPA) as implemented by agencies across the Federal government. NEPA requires that Federal agencies consider the effects of their actions on the quality of the environment. The NEPA Team prepares guidance, reviews applicable legislation, and coordinates various interagency efforts to modernize and reinvigorate NEPA. As a NEPA Team Intern, you will review documents, produce reports, and provide briefings and analysis on various policy and projects related to NEPA and environmental planning processes in general. There will also be opportunities to attend and contribute to meetings with various interagency and stakeholder groups.

### **Office of the General Counsel (OGC)**

The Office of the General Counsel supports CEQ's policy functions in a number of areas, including NEPA oversight, interagency review of proposed regulations under EO 12866, and energy and climate. OGC also oversees CEQ's internal ethics process and compliance with the federal Freedom of Information Act (FOIA).

### **Office of Communications**

The Communications Office handles all public materials produced by CEQ, and works closely with the Public Engagement and Legislative Affairs teams to coordinate policy initiatives and announcements across the Administration. In this capacity, the Communications team drafts remarks and talking points; press releases and media advisories; and blog posts, web, and social media content. Engaging with the press is a key part of the team's success, and Communications interns provide critical support in the form of media research, briefing materials, and strategic planning.

### **Office of Legislative Affairs**

The Office of Legislative Affairs manages all interactions between CEQ and Congress. The Legislative Affairs team fields inquiries from Congress on Obama Administration energy and environmental initiatives, organizes Congressional briefings, and works to prepare the Chair for all Congressional meetings and testimony. The Legislative Affairs team also tracks Congressional hearings and pending legislation pertaining to energy and environmental issues, and works with the Communications and Public Engagement teams to communicate Obama Administration announcements to Congress and the public.

### **Office of Public Engagement**

The Office of Public Engagement actively interacts with non-profit organizations, businesses, local governments, and a multitude of other stakeholders as they interface with CEQ. The Public Engagement team is responsible for maintaining relationships with outside organizations and the public both in Washington and around the country. Members of the Public Engagement team will be involved in planning events at the White House like the Champions of Change and Community Leaders Briefings, facilitating interaction with the public while the Chair is on travel, and participating in various meetings at the White House on a wide variety of environmental issues.