



Alabama DEPARTMENT OF
ARCHIVES & HISTORY

**APPLYING FOR SUMMER 2025 INTERNSHIPS AT THE
ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY**

Thank you for your interest in the Alabama Department of Archives and History (ADAH)'s Summer 2025 internship program. Please carefully read the following information and ensure that you submit all required application materials by COB on February 28, 2025. **Submit a completed copy of this sheet with the required application materials to Krystle Scott, ADAH Personnel Officer, at krystlem.scott@archives.alabama.gov or to**

Alabama Department of Archives and History
Attn: Krystle Scott
P. O. Box 300100
Montgomery, Alabama 36130

APPLICATION MATERIALS REQUIRED

- Application for Examination for state government positions, which may be downloaded here: <https://personnel.alabama.gov/downloads/stateapp.pdf>
- Cover letter
- Resume/C.V.
- Unofficial transcripts for all college/university coursework
- Letter of recommendation from a professor or academic advisor

CANDIDATE RANKING OF SUMMER 2025 INTERNSHIP OPPORTUNITIES

The ADAH has five internships available in summer 2025. Please rank the internships for which you are applying in order of your interest, with 1 being the most interesting to you. The rankings will be applied if you are a top candidate for multiple internships. In that case, you will be offered the internship you ranked most highly.

Please note that you are not required to rank internships for which you are not applying. If you are applying for one internship, for instance, simply mark that internship "1" and omit other rankings.

- ___ Archival Processing Project Internship*
- ___ Discovery Internship
- ___ Museum Collections Internship
- ___ Native American Graves Protection and Repatriation Act (NAGPRA) Program Internship
- ___ Registrar's Office Internship*

* Denotes internships which have additional examination requirements. Upon receipt of your application, the internship supervisor will contact you with more information on the examination process.