

# SUMMER INTERNSHIPS AT THE SEATTLE TIMES

Jump-start your career at The Seattle Times, one of the few remaining independent, local and family-owned metropolitan newspapers in the U.S. and the most-visited digital information source in Washington state. Learn how to create principled, quality journalism that has a direct impact on the local community.

For 10 weeks, interns attend weekly training sessions with The Seattle Times' Pulitzer Prize-winning staff, gain experience working on a variety of assignments, and receive mentorship and an individualized skill-development plan.

## QUALIFICATIONS

Paid summer internships are available to outstanding juniors, seniors and graduate students attending a four-year college or university. Applicants must be journalism majors or have a demonstrated commitment to print or online journalism, and must be digitally savvy with solid social media skills. Previous internship experience at another news organization is strongly preferred, but we will also consider candidates with exceptional work samples and references.

## TO APPLY

Applications are due November 1, 2019, by 5 p.m. Pacific Time.  
Submit applications online only, via [st.news/intern](https://st.news/intern).

Résumé, cover letter, work samples and references must be submitted together to complete your application. Incomplete applications will not be considered. Please do not mail hard copies.

Each department has its own specific application requirements. See page 2 on the reverse side for details.

Questions? See our attached FAQ, or email [internships@seattletimes.com](mailto:internships@seattletimes.com).

Apply now: [st.news/intern](https://st.news/intern)

The background of the right side of the poster features a blue-tinted photograph of the Seattle Times building. The building is a modern, multi-story structure with a flat roof. Above the building, the iconic Space Needle tower rises into the sky, its circular observation deck and spire clearly visible. The overall image has a professional, clean aesthetic with a strong blue color scheme.

The Seattle Times

# APPLICATION REQUIREMENTS BY DEPARTMENT

Please note the specific application requirements for each department below. Apply for no more than two positions. All applicants must provide the specified number of work samples in addition to a cover letter, résumé, and three references from people who are familiar with your work. Submit applications online only, via [st.news/intern](https://st.news/intern).

## REPORTING

- Applicants should have strong reporting, writing and multimedia skills.
- Provide five samples of your reporting work.

## SPORTS REPORTING

- Applicants should have strong sports knowledge, as well as reporting, writing and multimedia skills.
- Provide five samples of your reporting work.
- Applicants **MUST** have a car.

## DAVID BOARDMAN INVESTIGATIVE REPORTING

- Applicants must have strong reporting, writing and public records research skills. Data skills a plus.
- Provide five samples of your work, including those that show deep reporting.

## INTERACTIVE

- Applicants must have some prior programming experience (JavaScript preferred) and familiarity with HTML/CSS.
- Knowledge of WordPress, Excel and/or SQL a plus.
- Provide five samples of your work or a link to a portfolio containing samples.

## GRAPHICS

- Applicants must have strong computer, drawing and data visualization skills.
- Provide a digital portfolio with links to up to 20 samples of your work, including illustrations and static and interactive infographics.

## COPY EDITING

- Applicants must have strong language skills and some editing experience on multiple platforms.
- Finalists will take a copy editing test.

## PHOTOJOURNALISM

- Provide a link to your online portfolio containing 20–30 images that include news, features, portraits, sports, at least one photo story and an example of video work.
- Applicants **MUST** have a car and photo equipment.

## FEATURES REPORTING

- Applicants should have some specialized knowledge of at least one of the following subject areas: arts & entertainment; travel & outdoors; food & drink; lifestyle trends.
- Provide five samples of your reporting work.



# NEWSROOM INTERNSHIP FAQ

## **To whom should I address my cover letter and other materials?**

Please address your cover letter (and other application materials) to the “Internship Hiring Editor” or “Internship Hiring Committee.”

## **I submitted my application but haven’t heard back yet. Who should I check in with?**

Please do not inquire about the status of your application, as we will not be able to respond to these inquiries. We will notify all applicants of their status after review. Please understand that we receive an average of 140 applications per internship. Reviewing these takes considerable time. In some cases, it can take up to eight weeks after the deadline.

## **I completed my application and tried to submit, but have not received a confirmation email. What might be the issue?**

If you are submitting a file that is over 10 MB (usually your work samples/stories are the culprit), consider changing the file type or compressing the file and resubmitting. You might also run into issues if you are using a web browser other than Mozilla Firefox, Google Chrome, Safari, and Internet Explorer 11 or Edge.

## **Is housing offered with internships?**

No, housing is not offered with internships. We do offer a paid hourly wage with each internship to offset some of the cost of living in Seattle.

## **Will I be eligible for free parking?**

No, unfortunately, we cannot offer free parking for interns. In some instances, we can offer discounted parking, if space is available.

## **Is transportation provided with my internship?**

We offer subsidized bus passes to interns at a discounted rate.

## **Do you require students to have completed their Junior year? Are rising Juniors (applying as Sophomores) accepted?**

Applicants must be Juniors at the time of application to be considered. Sophomores, or anyone who might be considered a rising Junior will not be considered. For example, an applicant who applies in November of 2019 completes their Sophomore year in May 2020 would not be eligible.

## **The internship requirements list previous news organization experience. Is it okay if I haven’t worked for a professional news organization in a paid position before?**

Yes, you are eligible to be considered even if you haven’t worked in a paid position at a professional news organization. College publication experience, previous internships and even volunteer experience will be considered.

## **I received a response about one internship, but not the other I applied to. Should I check in about the second internship?**

No. The internship hiring teams all work at a different pace, given the number of applicants, length of work samples, etc. We will notify all candidates about the status of their applications once the review process is complete.

## **Should I include my letters of recommendation?**

No. Please include only the materials requested. Extraneous materials will not be considered.

## **Are internships paid?**

Yes! Internships are paid positions for up to 10 weeks of full-time work at 40 hours per week.