

Attached is a copy of the 2007 USDA/FSA States Summer Intern Vacancy Announcement. A **separate and complete application package** is required for each **separate position** for which the student wishes to apply whether it is in the same State or various States' Offices.

The **Application Package** consists of the following documents:

1. **Resume Cover Sheet** (attached)
2. **Resume or OF-612** [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf) (fillable OF-612).
3. **Transcripts** (can be unofficial/student transcript for the application process but the State Offices will need to request an Official Transcript upon hiring the student). Please have the student supply the Spring 2007 listing of courses. We can give them credit since the Summer Interns will have finished the courses by the time they begin work; this may help them with their qualifications.

The States may choose to either have the Summer Intern Applicants' applications mailed directly to me from the students or collect the Applications Packages in the State Offices and send to me. Students' Application Packages that are **incomplete** will NOT be considered. Applications are due by ***Friday, March 23, 2007***

Mail Applications to:

USDA-FSA-Personnel Division

Attention: Summer Intern Program

6501 Beacon Drive

Kansas City, Missouri 63133

Contact: Carleen Dempsey, (816)823-2003 or

FAX (816)448-5802



U. S. DEPARTMENT OF AGRICULTURE  
2007 SUMMER INTERN PROGRAM

RESUME COVER SHEET

PLEASE SUBMIT A COPY OF THIS FORM WITH EACH RESUME/APPLICATION

Job Number: \_\_\_\_\_

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

(After April 15, 2007)

Phone: (Home) \_\_\_\_\_

(Work) \_\_\_\_\_

(Cell) \_\_\_\_\_

School: \_\_\_\_\_

Major: \_\_\_\_\_

Total Credits Earned: (Quarter) \_\_\_\_\_ (Semester) \_\_\_\_\_  
(College transcript must be attached - student copy accepted)

Classification: \_\_\_\_\_  
(Graduate Student, Senior, Junior, Sophomore, Freshman)

Number of Credits in Progress: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

Work Experience

1. Position title: \_\_\_\_\_  
Date (From/To): \_\_\_\_\_  
Employer's name: \_\_\_\_\_  
Employer's address: \_\_\_\_\_  
Supervisor's name and phone number: \_\_\_\_\_
2. Position title: \_\_\_\_\_  
Date (From/To): \_\_\_\_\_  
Employer's name: \_\_\_\_\_  
Employer's address: \_\_\_\_\_  
Supervisor's name and phone number: \_\_\_\_\_
3. Position title: \_\_\_\_\_  
Date (From/To): \_\_\_\_\_  
Employer's name: \_\_\_\_\_  
Employer's address: \_\_\_\_\_  
Supervisor's name and phone number: \_\_\_\_\_

REFERENCES WILL BE CONTACTED

General information

Are you a U.S. citizen? No [ ] Yes [ ]  
Do you claim veteran's preference? No [ ] Yes [ ] (You must attach your DD-214)

Signature: \_\_\_\_\_  
(Original signature is required for each resume cover sheet submitted)

Date: \_\_\_\_\_

Agency Use Only: Date Received: \_\_\_\_\_ Grade: \_\_\_\_\_ Date Selected: \_\_\_\_\_ # of Apps: \_\_\_\_\_



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**Farm Service Agency**

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**POSITION AND SALARY:**

**ANNOUNCEMENT NO:** FSA-STATES-07-01

Program Clerk/Technician (multiple positions)

GS-303-3/4/5/7 (salary may vary depending upon geographical location)

**LOCATION:** USDA, Farm Service Agency (FSA), State/County Office *nationwide*. Exact location to be determined at later date. Not all States will have a position available. Applicants *must* indicate the State(s) of interest and submit separate application(s) for each State desired.

**MAJOR DUTIES:** Provide assistance to senior specialists in day-to-day activities of State and county office operations, which includes clerical support, office management, providing service to farmers and/or ranchers for loan processing and servicing, or administering farm programs.

Access to public transportation

Vehicle Required

**DESIRED MAJOR/COURSE WORK:** Economics, Finance, Agriculture, Agribusiness, Business Management, or Marketing; computer skills required. Knowledge and skill in the application of ESRI ArcGIS 8.3 products desirable. Computer/word processing skills required.

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**OPENING DATE:** January 29, 2007

**CLOSING DATE:** March 23, 2007

**MAIL APPLICATIONS TO:**

USDA-FSA-Personnel Division

ATTN: Summer Intern Program

6501 Beacon Drive

Kansas City, Missouri 64133

CONTACT: Carleen Dempsey, (816) 823-2003

**NOTE:** A limited number of positions will be available. Only selectees will be notified. Housing subsidies may be authorized for out-of-state selectees. No transportation expenses will be authorized.