

## Launchpad Internship Program 2025

### *Application Package Details*

Thank you for your interest in applying to the 2025 Launchpad Internship Program! Included below is a checklist of all items that must be turned in by **Friday, November 22<sup>nd</sup>** as well as details about the video response and the social media form.

Your eligibility to apply to the program is based on your ability to meet all of the criteria outlined below:

- 2025 High School Graduate
- 17 years of age by June 2025
- 3.0 HOPE GPA
- US Citizen or Naturalized US Citizen
- Enrolled in one of the following undergraduate programs:
  - o Computer Science
  - o Information Technology
  - o Computer Engineering (ABET Accredited)
  - o Software Engineering (ABET Accredited)
  - o Electrical Engineering (ABET Accredited)

If you question whether or not you are eligible to apply, please email the program director to clarify your question before applying.

Note that the Nov. 22 deadline is when applications must be turned in to the Launchpad Program Director. Because you are required to submit applications through your school point of contact (school POC), be sure to adhere to any early deadline they may set in order to get these materials to the director on time.

You'll be contacted by January 15<sup>th</sup> regarding the status of your application and next steps. If you have any questions about the application package requirements, work with your school POC to complete and gather the required materials. All other questions should be directed to the Launchpad Program Director, Sarah Martin (sarah.martin.23@us.af.mil).

### **Contact Information**

Sarah Martin  
*Launchpad Internship Program Director*  
(912)-618-0852  
sarah.martin.23@us.af.mil

## Application Package Checklist

Submit the following in pdf format (excluding the video response). Compile all materials into a single pdf file.

	<p><b>Resume</b></p> <ul style="list-style-type: none"> <li>- <i>Include a current phone number and email address. What you include here will be the information used to contact you about your application status.</i></li> </ul>
	<p><b>Cover Letter</b></p> <ul style="list-style-type: none"> <li>- <i>Discuss your options and intentions for the college you plan to attend and major you plan to study. Feel free to list multiple if you're still deciding.</i></li> </ul>
	<p><b>Transcript and HOPE GPA</b></p> <ul style="list-style-type: none"> <li>- <i>This will be provided by your school POC unless you are a homeschool student.</i></li> </ul>
	<p><b>Letters of Recommendation</b></p> <ul style="list-style-type: none"> <li>- <i>Each of the following are required:</i> <ol style="list-style-type: none"> <li>1. <b>Character Reference</b> – <i>Recommendation provided by someone who knows you well, can describe you as a person, and would recommend that you get hired based on your work ethic, professionalism, etc. This may be written by anyone, excluding family members.</i></li> <li>2. <b>STEM Reference</b> – <i>Recommendation provided by someone who can vouch for your ability to perform well in Science, Technology, Engineering, or Math. It is suggested (but not required) that this reference be written by a teacher.</i></li> </ol> </li> </ul>
	<p><b>Video Response</b></p> <ul style="list-style-type: none"> <li>- <i>Submit a 2 to 3 minute video responding to the following prompt: <u>Describe a personal experience that led you to pursue a career in engineering or computer science. Include your plans for college and goals for your professional career.</u></i></li> <li>- <i>Details about the format of your video response are included on page 3.</i></li> </ul>
	<p><b>Social Media Information</b></p> <ul style="list-style-type: none"> <li>- <i>See Social Media Form included on page 4.</i></li> </ul>

## **Video Response Details**

The goal of the video response is to start to get to know you before the interview. While there are no requirements as to how the video is “produced,” there is a certain level of professionalism expected of your submission.

Follow the guidelines outlined below:

- Your appearance should be business casual.
- Choose to film in a location that is not distracting to the visual or audio components of the video.
- Ensure that the video is visually and audibly clear.
- State your name and high school at the beginning of the video.
- Be sure to truly answer the question. Not addressing portions of the prompt will result in a deduction of points.
- Submit the video response as an mp4.
- The video can be filmed on any device of your choosing.
- Treat your response as if you’ve been asked this question in an interview. Feel free to make notes and write bullet points to guide your answer, but refrain from reading an entirely scripted answer.

### Social Media Form

Please provide your social media information for the following platforms. Print this page as a pdf and turn in to your school POC to satisfy the social media information requirement. If you do not have an account or any of the following, fill in the box with N/A.

Social Media Platform	Name/Handle
Facebook	
Instagram	
Twitter	
YouTube	
TikTok	
Other	