

Summer 2025 High School Internship Application Guide

Apply May 5-18, 2025



How to Apply

Navigate to portseattle.org/careers.

Select 'Apply for High School Internship' on the right.

Careers

Port of Seattle

Employee Spotlight:
Brenda Chesley

FEATURED

Employee Spotlight: Brenda Chesley - Construction Inspector

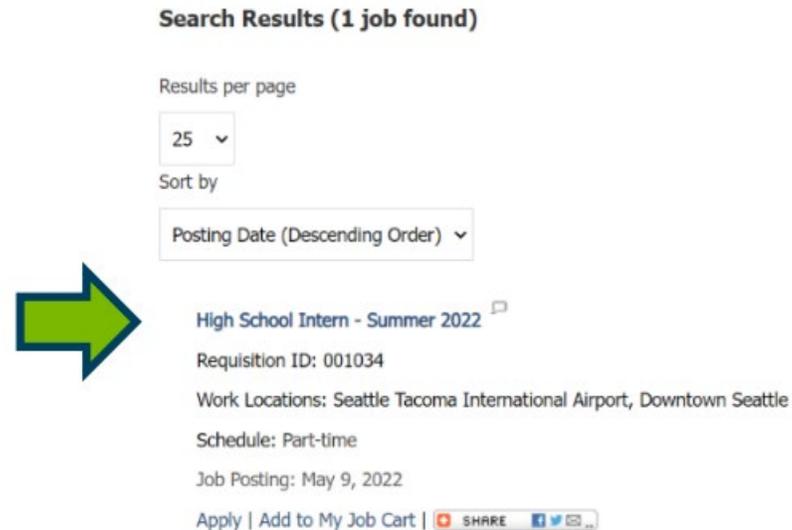
PAUSE

Come Aboard. Spread Your Wings.

- Browse Current Job Openings
Jobs with the Port of Seattle
- Browse Current Internship Openings
- Apply for Veteran Fellowship
- Apply for High School Internship
- "Port Jobs" Program
Jobs with businesses and airlines at SEA
- Find Cruise Jobs

Set Up New Applicant Account

- Click on the available high school internship job posting listed on the page. There will be two postings:
 - One for Skilled Trades titled, 'High School Intern – Skilled Trades – Summer 2025.'
 - One for all other roles titled, 'High School Intern – Summer 2025.'
- If you meet requirements, you may apply to both.



Search Results (1 job found)

Results per page
25 ▾

Sort by
Posting Date (Descending Order) ▾

High School Intern - Summer 2022 

Requisition ID: 001034

Work Locations: Seattle Tacoma International Airport, Downtown Seattle

Schedule: Part-time

Job Posting: May 9, 2022

[Apply](#) | [Add to My Job Cart](#) | [SHARE](#) 

Set Up New Applicant Account

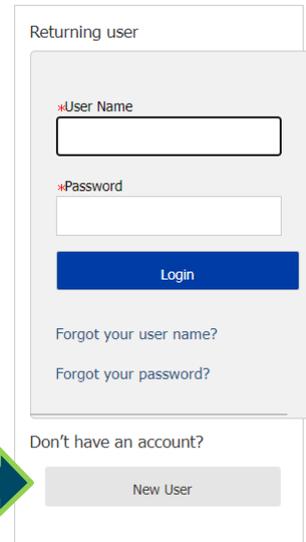
After reading the job description, click the 'Apply Online' button to continue to the application process.

- Log in to your existing account OR follow the instructions to create a new account.
- Be sure to save your password for future access.



The screenshot shows a job application interface. At the top, there are navigation links for 'JOB SEARCH' and 'MY JOBPAGE'. Below this, there are search options: 'Basic Search', 'Advanced Search', and 'All Jobs'. A green arrow points to the 'Apply Online' button. Other buttons include 'Back to prior page', 'Add to My Job Cart', and 'SHARE'. The job details are as follows:

High School Intern - Summer 2022
(001034)
Location : Seattle Tacoma International Airport
Organization : HR HS Intern Program
Employee Status : Temporary
Schedule : Part-time
Posting Expires : May 22, 2022, 11:59:00 PM
Minimum Salary : 17.56
Midpoint Salary : 17.56



The screenshot shows a login form titled 'Returning user'. It contains two input fields: 'User Name' and 'Password', both with red asterisks indicating required fields. Below the fields is a blue 'Login' button. There are also links for 'Forgot your user name?' and 'Forgot your password?'. At the bottom, there is a link 'Don't have an account?' and a 'New User' button. A green arrow points to the 'New User' button.

Resume Upload

Upload a resume that contains, at minimum, the following:

1. Your contact information (name, email, and phone)
2. Education
3. Your relevant experience. This may include employment, volunteering, clubs, or informal experience, such as helping with family or community

The screenshot shows a 10-step process flow at the top: 1. Resume Upload (highlighted), 2. Personal Information, 3. Job Specific Questions, 4. Education, 5. Employment History, 6. Certifications and Licenses, 7. File Attachments, 8. eSignature, 9. Disability Survey, 10. Review and Submit.

Resume Upload

Profile Upload

You can submit personal and professional information by uploading a resume or by importing a profile from a third-party service. The system will automatically extract the relevant information from the profile or the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps. If you do not upload a profile or a resume, you will need to fill out the online submission manually.

Import profile data

Or upload a resume

Select the resume file to upload

No file chosen

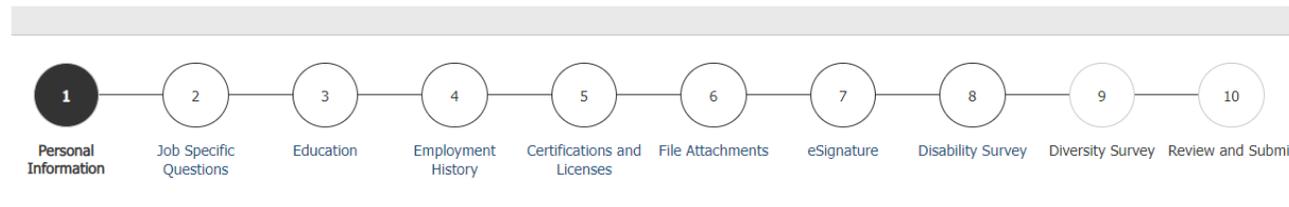
Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

No thanks, I will fill out the online submission manually



Personal Information

Select from the dropdown where you heard about the application.



Personal Information

Source Tracking

Please indicate how you heard about this job.

Source Type*

A dropdown menu for 'Source Type' with a green arrow pointing to it. The menu is open, showing options: Career Fair (selected), Select One..., Career Fair, Career Site, Job Board, News Group, Other, Professional Associations, Referral, and Social network service.

Personal information in the fields below.

*

Job Specific Questions

- If you are affiliated with a Community Partner, please select the appropriate organization you are associated with.
- ‘Affiliated with’ means having a formal or informal relationship with the organization. You may have participated in their programming, be an enrolled member, and/or receive services from this organization.
 - 2025 Core Community Partners include African Community Housing and Development, Asian Counseling and Referral Service, Chief Kitsap Academy, Chief Sealth International High School, Computing for All, Division of Vocational Rehabilitation, Duwamish River Community Coalition, El Centro de la Raza, Fathers and Sons Together, Foster High School, Franklin High School, Garfield High School, Highline Public Schools Native Education Program, Iraqi Community Center of WA, Muckleshoot Tribal School, Partner in Employment, Puget Sound Skills Center, Rainier Scholars, Rainier Valley Leadership Academy, Seattle Skills Center, Technology Access Foundation, The Museum of Flight, Urban Family, YWCA-Femme2STEM, and Young Executives of Color.

Job Specific Questions

You will be asked to respond several to short-answer questions on your application.

Short answer tips:

- Make sure your answers are the **correct length** noted in the question.
- Address all **parts of the question** in your response.
- For questions that ask 'why,' **be thoughtful** about your reasons and **explain why**.
- Be specific and include **details or examples** in your response.
- **Demonstrate your understanding** of internship program's structure and goals, as outlined in the job posting.

Job Specific Questions

Choose which department location(s) you are available to work at. Each location title below contains a link to the location address – click the link to learn more. We highly recommend looking up the commute from your home.

- [SEA Airport](#): Aviation Environmental, all Aviation Maintenance roles, Public Art Program, Electronic Technicians – STS Shop
- [Marine Maintenance South \(SODO\)](#): Marine Maintenance
- [Shilshole Bay Marina & Fishermen's Terminal](#): Maritime Operations
- [Pier 69](#) : Commission Office, Human Resources – Talent Development & Diversity, Maritime Environment & Sustainability
- Hybrid Remote: Environmental Finance, Human Resources – Talent Connections

Note: ORCA cards or parking validation will be provided at each location.

Job Specific Questions

You will be asked to select your top three (3) choices for department placements. Please rank them in order of preference from first (1st) to third (3rd). Department placements for summer 2025 are below. Positions marked with an asterisk (*) are skilled trades roles included in a separate application.

- Aviation Environmental - Noise Programs
- Aviation Maintenance - Asset Management & Logistics
- Aviation Maintenance - Facility Service Contract Management
- Aviation Maintenance - Mechanical Systems
- Commission Office
- Electronic Technicians - STS Shop*
- Environmental Finance
- Human Resources - Talent Connections
- Human Resources - Talent Development and Diversity
- Marine Maintenance*
- Maritime Environment and Sustainability
- Maritime Operations
- Public Art Program

Education

Add the name of your high school.

Applying for: High School Intern - Summer 2022 (Job Number: 001034)

- Resume Upload
- Personal Information
- Job Specific Questions
- Education**
- Employment History
- Certifications and Licenses
- File Attachments
- eSignature
- Disability Survey
- Diversity Survey

11
Review and Submit

Education

Education

List the educational experiences below, starting with the most recent education. If the school is not listed please insert the school name within the field.

Education 1

School*

Highline High Schoo;

Program

High School |



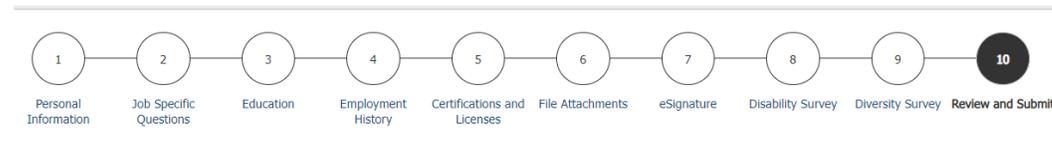
File Attachments

- If you did not upload your resume at the beginning, be sure to upload it here.
- We **do not** require a transcript and cover letter. This question is built into the system.
 - If you do not have a transcript available, upload a screenshot of your unofficial transcript or a blank document. We will *not* review this document.
 - If you upload a cover letter, we will *not* review it as a part of your application.

Review and Submit

Review all sections to make sure your information is correct.

Click 'Submit' to finalize your application or 'Save as Draft' to save progress and finish later.



Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.



Two buttons are shown: a blue button labeled 'Submit' and a grey button labeled 'Save as Draft'.

Additional Questions

For questions or assistance with filling out your application, reach out to internships@portseattle.org