

Washington Workforce Portal is a FREE online resource connecting students with employers offering internship opportunities within the state. Students can create a profile, upload cover letters, resumes and apply to internships directly on the site.

Getting started is easy; simply follow the instructions below.

How to Register for your FREE Washington State Workforce Portal Student Account

1. Visit <https://www.washingtonworkforceportal.org/>.
2. Click "Login/Register" in the upper right-hand corner of your screen and complete the first page of registration.
3. On the next page, select "Student" as the account type.
4. If you attend a high school or university, select your school in the "Institution" dropdown menu. If you do not see your school, select "Other Institution" located at the bottom of the list.
5. Complete the rest of the fields and click "Create User."
6. Click "Manage Your Profile" in the gray box on the right side of your dashboard.
7. Fill your profile out as completely and accurately as possible. Select your relevant skills in the "Skills" portion of your profile.
8. Once your profile is completed, click the green "Save" button.

When you apply to an internship on Washington State Workforce Portal, employers can view your profile and uploaded documents. That is why it is important to complete your profile and keep it updated.

Search for Internships

1. Log in to your workspace.
2. Complete the "Advanced Internship Search" on the right side of your workspace.
 - a. Select and enter the criteria of your choosing—you don't need to fill out all the search criteria.
3. If you would like to save your search, click "Save This Search" in the upper right-hand corner of the search results page and enter a name for the search.
4. After saving, the search name will be listed under "Saved Searches" in your student dashboard.

Want to receive text message alerts when new internships are added to your saved searches? Save your number to your profile and then opt in for texts.

Apply for an internship via Washington State Workforce Portal

Once you've found an internship you are interested in, you can apply directly on www.washingtonworkforceportal.org.

1. Make sure you fill your profile out as completely and accurately as possible to give potential employers all the information they need to hire you.
2. Click "Learn More" located under the internship description.
3. Click "Apply For This Internship" located in either the gray box to the right of the posting or at the bottom of the internship posting.
4. Write or paste a cover letter to the company you are applying to in the box provided.
5. Either upload a unique resume or select one of the resumes you've uploaded to your student profile.
6. Click "Apply For This Internship" again to submit.

Remember the resume(s) you've uploaded to your profile will be visible to employers when you apply.