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GOVERNMENT OF  
THE UNITED STATES VIRGIN ISLANDS



US VIRGIN ISLANDS  
**DEPARTMENT  
of LABOR**

PO Box 302608-Charlotte Amalie  
St. Thomas, VI 00803-2608  
(340)776-3700, Fax (340)774-5908

## **LABOR INVESTING FOR TOMORROW (LIFT) INTERNSHIP PROGRAM 2018**

The Labor Investing for Tomorrow (LIFT) program was created by the Department of Labor in 1989 as a summer internship program to provide college level students with an on-the-job orientation in various professional fields.

LIFT is open to you if you are between the ages of 18 – 25, inclusive, presently in college and completed at least 60 credit hours, and have a minimum G.P.A. of 2.80. LIFT administrators have designed a highly competitive selection process for the program. Essays will be Content (30%), Organizational Development (30%), Mechanics (30%), and Style (10%). Applicants who have successfully passed the review process are then scheduled for interviews.

During the six (6) to eight (8) weeks of the LIFT Program, interns are paid \$12.00 per hour and are expected to work no more 35 hours per week. Program participants are encouraged to practice and promote your skills, network, and utilize this opportunity to establish valuable contacts within your area of interest.

Interested juniors, seniors or graduate students must complete the LIFT application online on the department's website: [www.vidol.org](http://www.vidol.org); select the LIFT 2017 application under the Forms tab on the site. Please email completed applications to [lifvti@vidol.gov](mailto:lifvti@vidol.gov), to the attention of the LIFT Coordinator, by the March 23, 2018, deadline. Copies of sensitive documents (social security card, birth paper, etc.) can be brought in to our St. Thomas and St. Croix offices by the deadline to be considered for the 2018 program or sent via **Certified Mail** to:

Attention LIFT Coordinator  
USVI Department of Labor  
4401 Sion Farm, Ste. 1  
Christiansted, VI 00820-4245

Take the time to complete the application. There are many opportunities here for you at home in the Virgin Islands; do not take a chance on your future! If you have any questions regarding this information please contact our offices on St. Thomas at (340)-776-3700 ext. 2080 or St. Croix at (340)-773-1994 ext. 2144.

Sincerely,

*Arah C. Lockhart*

Arah C. Lockhart  
Director of Workforce Development

**"Labor Works...Let Labor Work For You."**



**Government of The Virgin Islands of the United States  
DEPARTMENT OF LABOR**



**LIFT Labor Investing For Tomorrow**

APPLICATION INSTRUCTIONS	APPLICATION INFORMATION				
<p>All students interested in being considered for the Labor Investing For Tomorrow (LIFT) Summer Internship Program must submit this application and all supporting documents to the Department of Labor, Office of the Assistant Commissioner for Employment and Training, NO LATER THAN <b>March 23, 2018</b>.</p> <p><b>Eligibility Requirements</b></p> <ol style="list-style-type: none"> <li>GPA must be 2.8 or better on a 4.0 scale.</li> <li>Applicant must be between the ages of 18-25, inclusive.</li> <li>Applicant must be presently in college/grad school and must have completed at least 60 credit hours.</li> </ol>	<b>PLEASE COMPLETE &amp; MAIL TO ADDRESS BELOW</b>				
	Last Name		First Name		MI
	Local Address			Email:	
	City		State	Zip	Telephone
	Local Contact Person				Telephone
	College or University Attending				
	Address				
	City		State	Zip	Telephone
	Major		Classification (Junior, Senior, etc.)		Graduation Date
	<p>In 250 words or less, discuss the possible contributions you could make to the Labor Investing For Tomorrow (LIFT) Summer Internship Program and the potential employer as an Intern. <b>Please note that this essay is 60% of the determining your eligibility.</b></p> <p>All Applicants Must:</p> <ol style="list-style-type: none"> <li>Complete application; must be typed.</li> <li>Complete and submit a <b>typed</b> essay above on a separate sheet.</li> <li>Request an official transcript be sent from your present school to the LIFT Coordinator/Youth Services (see address below).</li> <li>Submit a resume.</li> <li>Proof of Citizenship or Legal Residency Status (passport, Birth Certificate or Green Card), Social Security Card, Current College ID.</li> <li>Participate in an interview.</li> <li>Email application to: <a href="mailto:liftvi@vidol.gov">liftvi@vidol.gov</a> Mail application to: <b>LIFT Coordinator/Youth Services</b> VI Department of Labor 4401 Sion Farm STE1 Christiansted, VI 00820-4245 <b>For further information contact:</b> <b>(340) 773-1994 ext. 2178 STX</b> <b>(340) 776-3700 ext. 2080 STT</b></li> </ol>	Skills			
1.					
2.					
3.					
Area/Job Preference (List in the order of preference)					
1.					
2.					
3.					
Have you ever participated in any of the Department's Summer Youth Employment Programs? (Check appropriate box)					
Six (6) weeks work experience		<input type="checkbox"/> YES	<input type="checkbox"/> NO		
LIFT (Internship Program)		<input type="checkbox"/> YES	<input type="checkbox"/> NO		
Do you plan to earn college credits?					
		<input type="checkbox"/> YES	<input type="checkbox"/> NO		
Expected date available for employment					
Signature			Date		