



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

REPLY TO
ATTENTION OF

October 07, 2024

To whom it may concern:

The U.S. Army Cadet Command Public Affairs Office (PAO) provides internship opportunities for communications, journalism and public relations majors during Army ROTC Cadet Summer Training (CST) at Fort Knox, Ky., from May 21 to August 20, 2025. CST is the largest training event for the U.S. Army, preparing Army ROTC students to become future Army Officers. The internship is open to sophomores, juniors, seniors, graduate students or recent graduates. The deadline for applications is March 31, 2025.

The CST PAO Internship Program is designed as a hands-on, media work environment. This internship opportunity will give your students a chance to work with college students from across the nation in a fast-paced public affairs office, creating bylined products through all phases of production and release to the American public. Students will have opportunities to learn, lead, build portfolios and be mentored by experienced public affairs professionals. They will produce daily stories, features, photos and multimedia products. Their work will be published on our websites and social media platforms and may be featured in national or regional outlets. Interns must be able to juggle multiple assignments.

Photojournalist applicants should have experience in news and feature writing. Interns must have a working knowledge of the AP Stylebook and basic copyediting skills. Photojournalists should also be proficient in digital photography, caption writing, and editing. Applicants should have working knowledge of Adobe software and metadata for digital files.

Social media applicants should be familiar with the major social platforms (Facebook, X, Instagram and LinkedIn) and creating professional messaging for social audiences. Experience with graphic design, animation, and using a social media content management platform (Hootsuite, Sprinklr, etc.) is a plus. We currently use Sprinklr.

Broadcast journalism applicants should have experience in video pre- and post-production with working knowledge of Adobe Premier. Interns will shoot, edit and produce their own videos. Interns should have experience with shooting video in a broadcast and/or documentary style.

Interns will be reimbursed for travel expenses to and from their home or university to Fort Knox. Additionally, they will be paid a \$68 per day stipend to cover costs of meals and incidentals (this is paid for all internship days and is not taxed). Housing is provided at no cost to the interns. They will be living in two-person rooms in Army barracks.

All applicants must have a driver's license and should be reasonably fit to withstand the demanding physical requirements of covering outdoor training in inclement weather. While your students will not be in the Army, we expect them to respect authority, to be drug-free during the summer, and to recognize they will function as content creators, not investigative reporters.

To apply, students can email their packets to usarmy.knox.usacc.mbx.hq-pao@army.mil or richard.t.patterson2.civ@army.mil. Packets will only be accepted electronically and should include a cover letter, resume, at least one letter of recommendation from a professor and a portfolio of work. ROTC Cadets will also need a letter from their professor of military science (and coordinate with the undersigned). For more information on the program visit <https://futurearmyofficers.army.mil/pao-internship>. If your staff or students have questions, feel free to contact me at 502-624-1842 or cell (502) 500-0988.

Sincerely,

Richard T. Patterson
Chief, CST Public Affairs
U.S. Army Cadet Command