Strategy for Applying for Internships, Jobs and Scholarships with a Formal Application Process:

1. Get as much information about the program as you can. Do you understand the requirements for the program re: skills required, location, time commitment, salary (if there is one), duties of the position, and goals of the program?

2. Read the qualifications for the program carefully. Do you qualify? Is there a GPA requirement? A major requirement? Do you have to be a junior or senior?

3. When is the deadline? Is there enough time to gather all the required materials, including (if required) an official transcript? Letters of recommendation?

4. With reference to letters of recommendation – Are you required to get a letter from your academic advisor? Other faculty members? Department Chair? Are you responsible for collecting letters in sealed envelopes, or do letters get sent directly from the writer to the program?

5. When applying for scholarships and fellowships, it is imperative to ask for letters from those persons who know you best so that they can write the most meaningful letters. In order to provide a faculty member with as much information as possible (so that a meaningful letter can be written) you need to provide him/her with:

    ➢ A cover letter indicating the program to which you are applying, an indication of whether a form needs to be filled out for the letter of recommendation, a list of the other faculty members writing letters for you, the deadline (most important, since we are all very busy), and the address to which the letter must be sent. If you need letters for multiple programs, one cover letter can include information on all of the programs.
    ➢ A copy of your transcript (no need for an official one, you can print one from e-campus). This is so we can see the courses that you have taken (and your grades), which might better qualify you for the program to which you are applying.
    ➢ A copy of your application (including a personal statement, which is generally required, in some form and talks about why you want the position). This is so we can better understand (and endorse) your motivations for applying to the program.
    ➢ A copy of your complete resume (or CV = curriculum vitae). Keep it simple, and include everything. Contrary to what you may be told, don't limit yourself to a one page resume (with small margins and small font, which decrease readability) if you have a long list of experiences that needs to be included.

6. Before submitting your application, have someone else read your application materials and then incorporate helpful suggestions. Have you followed all the instructions, to the letter? Have you proofread, and spell/grammar-checked your writing? Does it sound and look like a professional document? Ask yourself, would you give this applicant the job?

7. Send in your application a week before it is due! DO NOT wait until the last minute. If submitting via e-mail – systems go down, things get lost in the ether. If submitting by mail, use Express Mail or FED EX or another service where you can get a receipt and a tracking number.

8. Be aware of when decisions will be made (this information is usually provided). Wait about two weeks after the decision date. If you haven't heard anything, send the program administrator a short, and very polite inquiry via e-mail asking about the outcome of the application process.

GOOD LUCK!!!!!