

PR/Marketing Internship Application Process

1. Fill out Internship Application and collect one brief Letter of Recommendation from a previous instructor in the field. You are encouraged to submit a resume with your application.
2. Return the application packet by the application deadline to Andrea Malouf at the Community Writing Center, Library Square, 210 E. 200 South, Suite 8, SLC, UT 84111. You may also hand deliver the application to the CWC during open hours (visit slcc.edu/cwc for info).
3. If your qualifications and availability meet the needs of the CWC, the internship coordinator will call you to set up an interview.

Checklist for CWC Application Process

| Task | Completed |
|-------------------------------|-----------|
| Application (Resume optional) | |
| Letters of Recommendation | |

See documents below

**Community Writing Center
PR/Marketing Internship Application**



Personal Information

Date: / /

| | | | |
|----------|------|-------|--------|
| Name: | | | |
| Address: | | | |
| Phone: | Home | Work: | Email: |

Education

| Institution | Degree (or projected) | GPA |
|-------------|-----------------------|-----|
| | | |
| | | |

Applicable Courses Taken

| Course | Instructor | Date (and institution if not SLCC) | Grade |
|--------|------------|------------------------------------|-------|
| | | | |
| | | | |
| | | | |

Work History

| Employer | Position | Dates of Employment |
|----------|----------|---------------------|
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| | | |
| | | |

Please describe previous PR/Marketing experience (can include class projects), both formal and informal:

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Signature of Applicant: _____ Date: / /

Please return to: Andrea Malouf, Community Writing Center, Library Square, 210 E. 200 South, Suite 8, SLC, UT 84111

Community Writing Center PR/Marketing Recommendation Form

To the Applicant::

Please complete the following information above the line. You may return this recommendation form with your application or your reference may send it to Andrea Malouf, Community Writing Center, Library Square, 210 E. 200 South, Suite 8, SLC, UT 84111.

| | | | |
|----------|------|-------|--------|
| Name: | | | |
| Address: | | | |
| Phone: | Home | Work: | Email: |

To the Recommender:

The above named individual is applying for an internship position as an SLCC Community Writing Center Writing Assistant. **The requirements for this position are outlined on the back of this form.** Considering the job description on the back of this page, why do you think this student should be hired as a Community Writing Center PR/Marketing intern? (Please use the space below or a separate page.)

Recommender: _____

Phone/Email: _____

Relationship to Applicant: _____

Date: / /

