

Community Writing Center Artist-in-Residence 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. 400 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 Internship Application



Type of internship (circle)	English	PR/Marketing
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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

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

Signature of Applicant: _____ Date: / /

Please return to: Andrea Malouf, Community Writing Center, Library Square, 210 E. 200 South, Suite 8, SLC, UT 84111. Call 957-4992.

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: / /

