

ITHACA

Student Government Association
Student Activities Center
319 Egbert Hall
Ithaca College
Ithaca, NY 14850

September 15, 2009

Dear Applicant:

We are extremely excited that you have decided to apply for the Communications Internship with the Student Government Association. The purpose of this internship is to begin mentoring students who wish to learn more about the inner workings of Ithaca College. It is our hope that through this job you will be empowered to get involved in other areas of the campus and become a leader.

The Communications Internship is a new position with the SGA. You will work under the direction of the SGA Vice President of Communications. This unpaid position assists with all communication efforts for the SGA and works with various groups around campus. You may be asked to help develop flyers and advertising campaigns for our events throughout the year, write letters and press releases, distribute advertising materials, or help with day-to-day office operations.

The hours you work will be organized around your schedule and the number of hours per week will vary as well. Should you have any more questions or concerns please feel free to contact Will Mathewson at wmathew1@gmail.com or 716-725-1076. We look forward to hearing from you.

Sincerely,

The Student Government Association



Communications Internship AY 2009 - 2010

All applications should be accompanied with a resume and cover letter. Please address all cover letters to Will Mathewson. If you need assistance writing a resume and/or cover letter please visit Career Services, located on the bottom floor of the library.

Basic Information

First name: _____ **Last name:** _____

Telephone #: _____ **Email:** _____

AIM SN: _____ **Major(s):** _____

Minor(s): _____ **Class year** _____

Please answer the following questions on a separate sheet of paper. No more than a paragraph for each question.

1. What makes you qualified for this position?
2. What marketing experience do you have?
3. In your opinion, what is the role of the Student Government Association?
4. What do you hope to gain from this experience?
5. What is one of your personal strengths?
6. What is one of your personal challenges?

All applications, cover letters, and resumes must be delivered to Will Mathewson by September 28, 2009 at 5 p.m. in the Student Activities Center. It is located on the third floor of the Campus Center Building.