

Checklist for Submitting Your Cover Letters to Off-Campus Study

The attached letter is a **sample, NOT a template**. We have also included in your packet “How to write a great cover letter;” read this information and incorporate it in your cover letters.

NOTE: Organizations may require you to complete a separate internship application packet. If you fill out a separate application, you *must* submit a copy to OCS. Also, if you research a new organization after the deadline and send them a cover letter, be sure to give OCS a copy.

- ___ Revise your résumé before sending it if you were asked to do so during your interview
- ___ Use spell check
- ___ Ask a third party to check your letter
- ___ Include the company name in the address block. Verify the spelling of the company name.
- ___ Check that the name in the salutation (Dear ___:) matches the name your letter is addressed to
- ___ Use high quality paper
- ___ Include your correct phone number
- ___ Include a copy of your résumé
- ___ Sign the letter
- ___ Include Dr. Spalding’s email (espalding@cmc.edu) and office phone number (202-833-4946) in your letter
- ___ Have CMC Career Services review your cover letters
- ___ Make a photocopy of each cover letter after you have signed it.
- ___ In the Lower Right-Hand corner of each photocopy write in large letters in ink:
 - Your order of priority (1st, 2nd, 3rd, 4th, or 5th choice)
 - The date you *mailed, faxed or e-mailed* the letter
- ___ Attach to each letter a copy of any other materials you sent with the cover letter (you need only submit one copy of your resume & you do not need to give us writing samples)

Email photocopies of your letters, materials and one copy of your resume to:
Off-Campus Study Office, Heggblade Center, no later than:
Thursday, April 21, 2011 before 4:30 pm

Name
Campus Address
Campus Telephone

Date

Name
Position
Organization
Address

Dear Mr./Ms. _____:

Having been accepted by the Washington Program at Claremont McKenna College (CMC), I would like to arrange a full-time internship with your office for the fall 2011 semester. The CMC program follows the college's regular semester schedule, so I would be available for work from Tuesday, September 6, 2011 to Friday, December 9, 2011.

I am currently a sophomore/junior at CMC, and am preparing for a double major in Government and Literature. I am interested in a career in public service and I would like to explore this interest through an internship with a Democratic organization. I would be particularly interested in working within the research department of the DCCC. A fellow CMC student, _____, recommended your office to me and told me of her contact with you through her work at the _____. I have had extensive work experience in a variety of offices and have enclosed a copy of my résumé with this letter.

Claremont McKenna College is a coeducational liberal arts college of 1100 students. Located in Claremont, California, east of Los Angeles, it offers a full range of courses with an emphasis on politics and economics. The CMC Washington Program is located at 1101 17th Street, N.W., Suite 604, Washington, DC 20036 and is directed by Dr. Elizabeth Spalding who may be reached at (202) 833-4946 or espalding@cmc.edu.

Thank you for your attention. I look forward to hearing from you soon.

Sincerely,

Name

Enclosure

(Often students find themselves applying to an organization where one of our current interns is working. If you are doing so, please edit your cover letter to reflect this fact. This can be as simple as making reference to the Claremont student and what you have heard about the organization from the current intern. In these circumstances, the cover letter becomes an excellent opportunity to advance to the top of the list to be interviewed. – Elizabeth Spalding).