

## Internship Application Directions

Your application is due	If you are student teaching in
February 15	Fall
May 15	Winter
November 15	Spring

### Professional Paperwork Standards

The Office of Field Experiences briefly reviews each document for the following standards. If your paperwork does not meet these standards, they will be returned to you for revision. OFE cannot provide individualized feedback on your documents so you are highly encouraged to assure that your paperwork meets the following standards prior to submission.

- Free from grammatical and spelling errors
- Proof-read by another person
- Adheres to length requirements
- Clearly worded, professional content
- Not overly personal

It is your responsibility to ensure your paperwork meets the above standards. Prior to submission, you are highly encouraged to utilize the Career Services Center and the Writing Center where you can find resources and exemplars for cover letters and resumes. They also offer individual supports and will review and provide feedback on your paperwork.

**Paperwork that does not meet standard will be returned and may delay your placement.**

## Prepare Resume, Cover Letter, Transcript and Signature Page

### Cover Letter

The cover letter should be a professional document in which you briefly introduce yourself, provide a short summary of your relevant experiences, and speak about the experience you hope to have in your internship. Your cover letter is your first opportunity to impress future colleagues and should be written in a professional and pleasant manner.

#### Guidelines:

- Meets professional standards listed to the left
- One page only
- Do not make any statements about the district and/or school you desire for placement. That is not appropriate for this document.

#### Content of cover letter:

- Paragraph 1: Brief professional introduction of yourself (steer away from personal information), including pertinent reasons that led you to become a teacher.
- Paragraph 2: Experiences that you have had in practica or other jobs related to working with children that highlight your talents as an educator.
- Paragraph 3: Goals for your internship experience.
- Closing: make a statement of thanks for reviewing your documents and considering you as an intern.

### Resume

This resume will likely serve as the foundation for your future job search resumes, so take your time and be thoughtful!

#### Guidelines:

- Meets professional standards listed to the left
- One page preferred
- Readable format or style (use bullets, avoid narratives)

#### Content of resume:

##### Required:

- Name
- Phone and email
- Education
- Program
- School-based experiences (do not include CT's name. Include school, district, number of hours if you know them, and highlights of important experiences.)

**Optional:** Purpose statement; additional non-program work with children/youth; brief summary of other types of work; honors, awards, community service; other skills

## Transcript(s)

Unofficial transcripts from all undergraduate institutions should be included.  
MIT students should include unofficial undergraduate and graduate transcripts.

To access a WWU transcript:

- Go to Web4U via MyWestern
- Click on Student tab, Student Records and Unofficial Transcript
- Take a screenshot or use the snipping tool and then copy/paste to a blank Word document (do not attempt to copy/paste the text directly)
- Save as a Word document

## Signature Page

We must have your permission to share confidential information about you to school personnel.

- Open the [Signature Page](#) document and carefully read the statement  
<https://wce.wwu.edu/ofe> >your program>Apply to student teach>Directions
- Check the box; sign by typing your name
- Save as a Word document

## Combine into a Single Document

After you have prepared all of the separate documents above, they must be combined into a single file. By submitting these documents in a uniform and predictable way, we make it easier for our school district partners to review your materials!

### Document Order

Your documents must be combined into a single document in order for school districts to easily review your information.

1. Cover Letter
2. Resume
3. Transcript
4. Signature Page

### Combining

Copy and the four Word documents together as ONE document in the order listed above

Fix any formatting issues and complete a final edit

Save the Word document for your records.

### Save as a PDF

Save as again to create a PDF version

### Name for Submission

NAME the single PDF using the following conventions.

LAST.First.ProgramAbbreviation\_Location.Term

Example:

SMITH.Sammy.ELED\_BH.Fall2021

### Naming Key

Program Abbrev	Location	Term
Elementary=ELED	Bham=BHAM	Use term that you are interning, not applying QuarterYear
Secondary=SEC	Everett=EV	
Special Ed=SPED	Bremerton=BR	
MIT = MIT		
Inclusive Env=EIE		

## Submit the Application

Once your single PDF is complete, return to the OFE website:

<https://wce.wvu.edu/ofe> >your program>Apply to student teach>Directions

Go to Step 3. You will be directed to an Esign form where you will complete the required information, attach your document and submit.