Lutheran College Washington Semester

<u>Application for Admission - Fall & Spring Semesters</u>

LCWS Application Process & Required Materials:

Before applying, please make sure you have the following ready to submit or provide information for:

- Resume
- Cover Letter
- Unofficial Transcript
- Two Recommenders to submit Letters of Recommendation on your behalf
  - These letters can either be submitted with the application or,
  - The student will submit the names and information about the recommenders and those letters will be submitted directly to LCWS or via the Campus Representative
- Application Fee (if applicable)

1. Review the LCWS guidelines for submitting your materials (see below).

2. Go to www.washingtonsemester.org/fall-spring-semesters and fill out the Google form for the semester to which you plan to apply.

   a. Please note that LCWS strives to be a paper-free office, and as such we use Google for many of our application systems, semester materials, forms, and surveys. In advance of submitting your application, we highly recommend creating a professional Gmail account (i.e. YourName@gmail.com). Throughout the semester, we will also touch on this reminder as an element of your professional development training and how this is a helpful tool for future job applications.

3. Complete the Google form for your semester including all required application documents.

4. Once you have submitted the form, you will receive a confirmation email from LCWS and a request to pay the application fee, if applicable. A request for review & approval of your application will be automatically sent to your campus representative.

5. Once your application has been approved and we have received your two letters of recommendation, the LCWS team will complete a review of your application packet and will be in touch regarding acceptance details and next steps in preparing for the semester.

With any questions, please reach out to applications@washingtonsemester.org or call (703)-525-5292.

LCWS Application Materials Guidelines

- **Resume**
  - Your resume should include, at the minimum:
    - Your contact Information
    - College Name & Location, GPA, Major/Minor, Expected Graduation Month & Year
    - Work experience, Campus Activities, Volunteer Experience, Awards & Honors
  - Formatting:
    - **Do not** use an online-generated resume template - it will be difficult to edit!
    - Full sentences, consistent fonts & formatting, and proper grammar
    - "Moderate" margins and 11-12pt font to start, we can edit later!
  - Length & Additional Elements:
    - Length - we will edit your resume to one page together, but for now add as much detail & information as you can! It's easier to edit down than build up a resume from scratch.
    - Objectives/About Me - not necessary, and typically included in Cover Letters, so we don't recommend them for a resume.
    - Skills Section - typically takes up a lot of space; try to incorporate skills in your experience section!
    - Colors, Graphics, Images - best kept to a minimum; do not include a picture of yourself!
  - Visit http://www.washingtonsemester.org/career-development-resources for more tips!

- **Sample Cover Letter**
  - Your cover letter should include, at the minimum:
    - Your contact information at the top of the page
    - The date of your application
    - The details of an example internship site - name of company, address
    - Your statement of purpose & a compelling opening sentence/anecdote in the opening paragraph - frame it towards your dream internship!
    - At least 3 strong skills/experiences pulled from your resume that apply to the internship opportunity/area to which you plan to apply.
    - A closing paragraph including your availability details for the semester - start and end dates, days of the week available, etc.
  - Formatting:
    - **Do not** use an online-generated cover letter template - it will be difficult to edit!
    - Full sentences, consistent fonts & formatting, and proper grammar
    - "Narrow" margins and 11-12pt font to start, we can edit later!
  - Length & Additional Elements:
    - Length - we will edit your cover letter to one page together, but for now add as much detail & information as you can!
    - Address - if you aren't sure of the person you're writing to, write 'To Whom it May Concern' as a good standard placeholder.
  - Visit http://www.washingtonsemester.org/career-development-resources for more tips!

- **Letters of Recommendation - Two Letters are required!**
  - Letters of recommendation will be used for internship applications, **NOT** for acceptance into the Lutheran College Washington Semester (LCWS). All letters should be signed and on letterhead.
  - Recommenders can be professors, workplace supervisors, managers, internship supervisors, etc., and is ideally **someone who has supervised or reviewed your work** before, and **can speak to your work ethic, professionalism, dependability, and any other qualities that would be relevant in the context of employment.**
  - Letters should be addressed to "To Whom It May Concern," and the recommendation should be for future employment (i.e. "I highly recommend (Student's Name) for an internship with your organization.").
  - Please be sure to communicate with your recommender that these **letters are not confidential,** and while they will be submitted to the LCWS team, may be used by the student in submitting materials to their internship site.