TO:           ENGL class
FROM:      Paul Miers
SUBJECT: Proximity internship application letter
DATE:  May 25, 2016

**Drafting the Letter**

When you are ready to draft your letter, download and follow the guidelines on [the Word template](https://onedrive.live.com/redir?resid=6734E7E8B50940CF!1180&authkey=!APDSDy3RRpXIHTY&ithint=file%2cdocx) in the application letter assignment folder.   Concentrate first on making the case that you are not only qualified for the position but that you can bring special skills, experience, or aptitudes to your team’s projects.

**Revising and Editing the Letter**

You should spend as much time revising and carefully editing a hard copy of the letter as you dodrafting it.   Keep in mind the following passage from the report “Writing:  A Ticket to Work . . . . Or a Ticket Out” by The National Commission on Writing:

Comments from the survey make it clear that interviewers and personnel managers

consider poorly written application materials to be a kiss of death in the employment

negotiation. They assume that applicants who are careless with important personal

communications, such as job applications, are unlikely to be careful with important

corporate documents. (p. 12)

You can download and read the whole report using the link in the application letter folder.

I look forward to reading your application letters.

**Proximity Social Media Internships**

Proximity, a social media consulting group at Towson University, is now recruiting individuals to work as interns on one of its four social media teams:

Social Networking **-** The social networking team tracks the evolving social networking landscape and analyzes how it is changing the way profit and nonprofit organization engage their stakeholders.

Proximity interns should have completed at least one year of college course work, possess strong communication and analytic skills, and be able to work on tight deadlines on both independent and team-based projects.  They should also have some knowledge of or interest in their team’s social media.