

BUSINESS EXTERNSHIP APPLICATION LETTER GUIDELINES

1. Your application letter must be typed. Make sure your name is on all pages of your letter.
2. Make sure the file name of your application letter includes your first and last name; ex: John Doe Application Letter.
3. The letter should follow [cover letter guidelines](#).
4. Include the following information when writing your letter:
 - a. One or more unique characteristics about yourself that make you a good candidate for the Externship program overall. Provide evidence of your achievements, accomplishments, skills, and experiences.
 - b. Discuss where you are in the career development process. (Still exploring majors and careers; Know which majors and careers you do not want; Think you know which major or career you want; Know which major and career you want and want to understand it better.)
 - c. Provide information about which majors you are exploring or whether you have settled on one major.
 - d. Discuss why you want to be a part of the program.
5. Convert your application letter to a PDF and upload the PDF version to ensure your format does not change.
6. When you complete the [online application](#), you will be asked to submit a copy of your letter. Make sure to click the "Upload" button to submit the PDF version of your application letter. You will see a message that says "Upload Successful."

Sample Cover Letter 1

Your Address
Kalamazoo, MI 49008
February 6, 2014

Ms. Geralyn Heystek
Director of HCoB Career Center
Western Michigan University
1903 W. Michigan Ave.
Kalamazoo, MI 49008-5457

Dear Ms. Heystek:

I am writing to you today to express my interest in becoming a Haworth College of Business Extern for this upcoming summer. I received the honor of participating in the Business Externship Program last summer where I went on two externships, one to the 8th District Court of Kalamazoo and the other to the State of Michigan Department of Corrections.



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I am currently a sophomore in the Haworth College of Business and just applied to be a junior for the upcoming fall semester. However, at the moment I am a little confused about which major I should pursue. Through my experience as an extern last year I discovered that my previously chosen field of accounting was not for me. When I came back to school this year I started searching for something else that sparked my interest. Sadly, I have been unable to discover my niche. I am hoping that by participating in the Business Externship Program again this summer I will be able to explore some different opportunities and find my true passion.

I want to thank you for your consideration of allowing me to participate in the program and hope to hear from you soon. I can be reached by email at your.name@wmich.edu or by phone at (269) 555-0121.

Sincerely,
Your Name

Sample Cover Letter 2

Your Address
Kalamazoo, MI 49008
February 6, 2014

Ms. Geralyn Heystek
Director of HCoB Career Center
Western Michigan University
1903 W. Michigan Ave.
Kalamazoo, MI 49008-5457

Dear Ms. Heystek:

I am writing to you today to express my interest in becoming a Haworth College of Business Extern for this upcoming summer. One of the Externship Peer Mentors roused my interest in this program at a presentation during my BUS 1750 class. From the moment they began talking I was hooked.

I am currently a freshman in the pre-business program at Western Michigan University with a major in pre-management. But as I have quickly learned, management is an extremely broad field of study and I have no idea what specific career I would like to pursue. The Business Externship Program offers an opportunity for me to gain a better understanding of the different fields available in management and will help me narrow my career choices. The program offers such a wide range of companies, I can definitely see how it would be of use in providing more information about what life is like outside college in the business world for my major.

Thank you for your consideration and I hope to hear from you soon. I can be reached by email at your.name@wmich.edu or by phone at (269)555-0201.

Sincerely,
Your Name

