

## **WRITING CENTER APPLICATION FOR UNDERGRADUATE OFFICE ASSISTANTS**

To apply for this position, please complete the form on the following page. You can print out the form and fill it out by hand, or you can type your information in through Adobe Acrobat.

### **To submit your application in hard copy:**

- Complete the form and print it out.
- Attach your cover letter, your résumé and your two recommendation letters.
- You can drop off (or mail) your *complete* application to:

Rebekah Buchanan  
201 Tuttleman Learning Center (008-00)  
1809 North 13th Street  
Philadelphia, PA 19122

- **The recommendation letters can be sent separately if you prefer. Just note that in your cover letter so we'll know to expect them.**

### **To submit your application via e-mail:**

- Complete the form and click the "Save a Copy" button at the top of the screen. Save the completed form (preferably with a filename that includes your *last name*).
- Use the e-mail program of your choice to attach the completed application form, your cover letter, your résumé, and your three academic writing samples. Send the e-mail to Rebekah Buchanan at rebekahb@temple.edu.
- **The recommendation letters can be sent separately if you prefer. Just note that in your cover letter so we'll know to expect them.**

**We cannot consider your application unless it is complete. Please make sure you have included all of the following:**

- Your completed application form
- Your cover letter
- Your résumé
- Two recommendation letters, preferably from an employer, a professor, or someone else who knows you in a *professional* capacity. If these are being submitted separately, please note that in your cover letter.

## Application Form for Undergraduate Office Assistants

Temple University Writing Center

Name:	Preferred email address:
TU ID number:	Major(s)/minor(s):
Address:	
	Year in college:
Preferred Phone:	Expected graduation date:

Are you eligible for work study?    Yes                      No

How many hours a week would you be interested in working?

2-5                      6-10                      11-15                      16-20

Do you have any previous office experience?    Yes                      No  
 (if "yes", please elaborate on résumé)

Would you be willing to work at least one opening shift (starting at 8:15 a.m.)?  
 Yes, every day                      Yes, once a week                      No thanks

Please use the space below to provide the names, professional relationship, and contact information for the two people who will be writing recommendation letters for you:

Please use the space below to describe your work availability and any times when you are completely *unavailable* to work:

Signature \_\_\_\_\_

Date \_\_\_\_\_