Application for SWSDIP 2023 – Letter of Qualifications Template

<u>Your first and last name:</u>

<u>Position 1</u>

1. Copy and paste the position number of the position to which you are applying (top right corner of the position's catalog page):

2. Copy and paste the working title of this position from the catalog (top right corner of the position's catalog page):

3. Copy and paste the preferred knowledge, skills, and abilities (KSA's) from the position catalog below:

4. Please describe how your experience, education, and capabilities meet this position's Preferred Knowledge, Skills and Abilities (KSA)*. Describe your experiences throughout your academic pursuits, such as work done in assignments, classes, or student organizations, your personal interests or volunteer work, and any work experience you may have as examples of you have demonstrated or practiced this position's KSA's. Make sure to speak to each KSA listed in the position.

After uploading your letter of qualifications to your application, select the positions you're applying to from the Questionnaire list.

Position 1 (continued)

5. Copy and paste the position's Description of Duties from the position catalog below:

6. Please describe your career goals and how this internship will help you reach those goals. Please include any relevant academic pursuits or experiences you have already engaged in that have aligned with your career goals.

After uploading your letter of qualifications to your application, select the positions you're applying to from the Questionnaire list.

<u>Your first and last name:</u>

<u>Position 2</u>

1. Copy and paste the position number of the position to which you are applying (top right corner of the position's catalog page):

2. Copy and paste the working title of this position from the catalog (top right corner of the position's catalog page):

3. Copy and paste the preferred knowledge, skills, and abilities (KSA's) from the position catalog below:

4. Please describe how your experience, education, and capabilities meet this position's Preferred Knowledge, Skills and Abilities (KSA)*. Describe your experiences throughout your academic pursuits, such as work done in assignments, classes, or student organizations, your personal interests or volunteer work, and any work experience you may have as examples of you have demonstrated or practiced this position's KSA's. Make sure to speak to each KSA listed in the position.

After uploading your letter of qualifications to your application, select the positions you're applying to from the Questionnaire list.

Position 2 (continued)

    5. Copy and paste the position's Description of Duties from the position catalog below:

    6. Please describe your career goals and how this internship will help you reach those goals. Please include any relevant academic pursuits or experiences you have already engaged in that have aligned with your career goals.

After uploading your letter of qualifications to your application, select the positions you're applying to from the Questionnaire list.

Your first and last name:

Position 3

1. Copy and paste the position number of the position to which you are applying (top right corner of the position's catalog page):

2. Copy and paste the working title of this position from the catalog (top right corner of the position's catalog page):

3. Copy and paste the preferred knowledge, skills, and abilities (KSA's) from the position catalog below:

4. Please describe how your experience, education, and capabilities meet this position's Preferred Knowledge, Skills and Abilities (KSA)*. Describe your experiences throughout your academic pursuits, such as work done in assignments, classes, or student organizations, your personal interests or volunteer work, and any work experience you may have as examples of you have demonstrated or practiced this position's KSA's. Make sure to speak to each KSA listed in the position.

After uploading your letter of qualifications to your application, select the positions you're applying to from the Questionnaire list.

Position 3 (continued)

5. Copy and paste the position's Description of Duties from the position catalog below:

6. Please describe your career goals and how this internship will help you reach those goals. Please include any relevant academic pursuits or experiences you have already engaged in that have aligned with your career goals.

After uploading your letter of qualifications to your application, select the positions you're applying to from the Questionnaire list.

Your first and last name:

Position 4

1. Copy and paste the position number of the position to which you are applying (top right corner of the position's catalog page):

2. Copy and paste the working title of this position from the catalog (top right corner of the position's catalog page):

3. Copy and paste the preferred knowledge, skills, and abilities (KSA's) from the position catalog below:

4. Please describe how your experience, education, and capabilities meet this position's Preferred Knowledge, Skills and Abilities (KSA)*. Describe your experiences throughout your academic pursuits, such as work done in assignments, classes, or student organizations, your personal interests or volunteer work, and any work experience you may have as examples of you have demonstrated or practiced this position's KSA's. Make sure to speak to each KSA listed in the position.

After uploading your letter of qualifications to your application, select the positions you're applying to from the Questionnaire list.

Position 4 (continued)

5.   Copy and paste the position's Description of Duties from the position catalog below:

6.   Please describe your career goals and how this internship will help you reach those goals. Please include any relevant academic pursuits or experiences you have already engaged in that have aligned with your career goals.

After uploading your letter of qualifications to your application, select the positions you're applying to from the Questionnaire list.

Your first and last name:

Position 5

1. Copy and paste the position number of the position to which you are applying (top right corner of the position's catalog page):

2. Copy and paste the working title of this position from the catalog (top right corner of the position's catalog page):

3. Copy and paste the preferred knowledge, skills, and abilities (KSA's) from the position catalog below:

4. Please describe how your experience, education, and capabilities meet this position's Preferred Knowledge, Skills and Abilities (KSA)*. Describe your experiences throughout your academic pursuits, such as work done in assignments, classes, or student organizations, your personal interests or volunteer work, and any work experience you may have as examples of you have demonstrated or practiced this position's KSA's. Make sure to speak to each KSA listed in the position.

After uploading your letter of qualifications to your application, select the positions you're applying to from the Questionnaire list.

Position 5 (continued)

5. Copy and paste the position's Description of Duties from the position catalog below:

6. Please describe your career goals and how this internship will help you reach those goals. Please include any relevant academic pursuits or experiences you have already engaged in that have aligned with your career goals.

After uploading your letter of qualifications to your application, select the positions you're applying to from the Questionnaire list.