



**PENN STUDENT AGENCIES EXAMPLE EMPLOYMENT APPLICATION**

Thank you for your interest in the **PSA** position. Make sure to check out the job description at [PSA Website](#) or the Student Employment Management System, if you haven't done so already.

If we think you could be a good fit for the job based on your application and resume, we will contact you to setup an interview. Please respond to each question thoroughly but concisely.

**Your signature is required at the end of this application certifying that all information is true and complete.**

**SECTION 1: PSA APPLICATION**

Date of Application (mm/dd/yyyy)	06/10/2019
Full Legal (Given) Name	BENJAMIN FRANKLIN
Permanent Home Address	1 COLLEGE HALL PHILADELPHIA, PA 19104
Campus Address (Please include room or Apartment Number)	3333 WALNUT STREET PHILADELPHIA PA 19104 – HILL COLLEGE HOUSE 605
Penn Email Address (e.g. harton.upenn.edu, @nursing.upenn.edu etc.)	BFRANKLIN@SAS.UPENN.EDU
Alternative Email Address (Please put a frequently used address)	BFRANKLIN@EMAIL.COM
Full name of your Undergraduate or Graduate School Program	COLLEGE OF ARTS AND SCIENCES

Expected Graduation Year (Numerical Format)
2023
Anticipated Major/s (include minor/s if applicable to your position)
HISTORY
Are you covered by Federal Work Study? (Do you have a work study allotment on your financial aid package?)
NO
Are you legally authorized to work in the U.S.? If no, please explain and indicate your status.
YES



**Section 2: Agency Application**

**\*All sections have a 200-word maximum.**

Have you had any previous experience? If yes, please describe your experience.
Yes, I have had previous experience. I was one of the Founding Fathers of the United States and I helped draft the Declaration of Independence and US Constitution. In addition, I founded a great, absolutely wonderful university, that admits the brightest and most talented student around the world called the University of Pennsylvania.

**EXAMPLE**

\*Continue to next page\*



### Section 3: Application Attachments

In addition to completing and uploading this application, please upload the following.

1. A cover letter explaining: (1) why you might be a good fit for the position you are applying to, (2) what you will add to the Penn Student Agency and Quaker Corner communities, (3) why you are interested in joining Penn Student Agencies and (4) what we can offer you personally.
2. Your resume or CV
3. A PDF of your upcoming or current class schedule from Penn InTown

*Uploads missing one or more of these files will not be reviewed.*

*My signature below certifies that all information provided in the above application is accurate and correct. I understand that should I have falsified any information on my application will automatically not be reviewed, and I will not be allowed to apply to Penn Student Agencies in the future.*

Digital Signature: *Benjamin Franklin*

Completion Date: 06/10/2019 (mm/dd/yyyy)

**EXAMPLE**



## COVER LETTER EXAMPLE 1

Your Name  
Your Address  
Your City, State Zip Code  
Your Phone Number  
Your Email

Date

Contact Name  
Title  
Company Name  
Address City, State Zip Code

Dear Mr./Ms. Lastname:

I am writing to you to express interest in the graphic design position as advertised on Indeed.com. As a recent graduate with experience in 3-D animation software and the Adobe suite of software, I believe I am a strong candidate for a position at Kansai Collaborative Arts.

During my time at the University of Northern State, I was awarded the top prize in the student design competition for my version of an app that would allow students to learn Japanese characters on their own time.

In addition to graduating with a 3.75 GPA, I spent a semester at a university in Japan, and I have strong conversational skills in the Japanese language. I believe this would be an asset, as I know your studio does a lot of collaborations with major design studios in Japan.

Although I am a recent college graduate, my maturity, artistic skills, ability to work with others, and knowledge of the Japanese language and culture will make me an asset for your studio.

I have enclosed my resume and will email you within the next week to see if we can arrange a time to speak further. Thank you for your time and consideration.

Sincerely,

*Your Signature* (hard copy letter)

Typed Name



## COVER LETTER EXAMPLE 2

1111 East 1st Street  
Philadelphia, PA 19000  
May 1, 2011

Mr. David Jones  
Non-Profit Organization  
100 10th Street Somewhere, FL 34000

Dear Mr. Jones:

I am writing to express my interest in Non-Profit Organization's Special Outreach Program. As a senior at the University of Pennsylvania studying history, I was drawn to the Special Outreach Program for its unique approach to social change and by the opportunity to work directly with a non-profit organization while acquiring a better understanding of effective leadership in a socially responsible career.

In both my academic endeavors as well as my extracurricular activities I have learned to tackle complex problems and reach sound solutions both as an individual decisionmaker and as a team member. As the head manager of a student-run enterprise at Penn, I have honed my ability to assess a situation or conflict as it arises, decide on a course of action, and evaluate its success in the long term. Whether it is finding opportunities for growth through advertising campaigns or streamlining an inefficient system of assistant managerial tasks, I have pushed myself to find new ideas to manage the daily challenges of overseeing a business. Likewise, my experience on the democratically-run Executive Board of the "Talking About It" series has taught me an invaluable lesson in teamwork. With no formal hierarchy on the Board, I have learned to impart my own suggestions while taking into consideration the advice and counsel of my peers.

My own experience in the nonprofit sector has provided me with an understanding of the specific challenges the field presents, such as funding, strategy implementation, and longevity. Through my internship at Changing Lives for Good, a small nonprofit in Washington DC, I was not only able to address some of these challenges head-on by researching non-federal grant opportunities and preparing applications, but also was introduced to the process of program development. As someone who has been exposed to some of the challenges nonprofits seek help in solving, I am very excited by the opportunity to take an active role in working to identify root causes of systemic problems and learn new skills to develop positive and lasting change.

Ultimately, I see this position as an ideal way to gain a better understanding of the most effective ways of creating sustainable solutions to the critical problems social impact organizations face while improving my own leadership and problem-solving skills. Thank you for taking the time to consider my application. I look forward to hearing from you.

Sincerely,  
Strong Student



## CLASS SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00 AM					
09:30 AM				<b>MATH 103 204</b>	
10:00 AM					
10:30 AM					
11:00 AM					
11:30 AM					
12:00 PM	<b>MATH 103 001</b>		<b>MATH 103 001</b>		<b>MATH 103 001</b>
12:30 PM					
01:00 PM	<b>BIOL 101 001</b>		<b>BIOL 101 001</b>		<b>BIOL 101 001</b>
01:30 PM					
02:00 PM	<b>SPAN 130 312</b>	<b>SPAN 130 312</b>	<b>SPAN 130 312</b>	<b>SPAN 130 312</b>	<b>BIOL 101 113</b>
02:30 PM					
03:00 PM		<b>WRIT 002 308</b>		<b>WRIT 002 308</b>	
03:30 PM					
04:00 PM					
04:30 PM					
05:00 PM					

### Extracurricular/ Other Commitments

#### Club 1

- 2 hours weekly
- GBMs on Monday nights at 8pm for 1 hour.

# JOSEPH D. STUDENT

---

*School:* Box 555, 5555 Chestnut Street, Philadelphia, PA 19104  
*Home:* 555 Freedom Parkway, Providence, RI 02906  
*E-mail:* student@sas.upenn.edu

(215) 555-5555  
(401) 555-5555

## EDUCATION

**University of Pennsylvania**, Philadelphia, PA  
Candidate for Bachelor of Arts May 2019  
Intended Major: English GPA: 3.32/4.0

**Moses Brown School**, Providence, RI June 2015

**Phillips Exeter Academy**, Exeter, NH Summer 2014  
Selected to participate in advanced studies program

## JOURNALISM EXPERIENCE

***The Daily Pennsylvanian***, University of Pennsylvania Fall 2015 - Present  
*General Reporter, Feature Department*

- Write one to two articles per week for nationally recognized college paper with circulation of approximately 15,000

***The Quaker***, Moses Brown School 2013 - 2015  
*Sports Editor*

- RI Scholastic Journalism Contest 1st Place Winner, 2007, 2008
- Columbia Journalism Contest Superior Rating, 2007, 2008
- Reached "Medalist" Point Level 1, 2007

***The Summer Times***, Phillips Exeter Academy Summer 2014

- Wrote cover article for four of six issues
- Wrote one of three editorials chosen from 45 submissions to be included in special issue

## ADDITIONAL EXPERIENCE

**The C. J. Fox Company**, Providence, RI Seasonal 2013 - 2015

- Worked in maintenance, production and shipping
- Answered phones, performed clerical duties, and entered inventory into computer system

**Senate '12 Campaign**, Providence, RI 2012 - 2013  
*Intern, US Senate candidate*

- Performed advance work, assisted with polls, conducted issue research, and helped with clerical work

## AWARDS

- Rhode Island Scholastic Journalism Contest, In-Depth Writing Category, 3rd Place (2014)
- Resnick Scholar, Hebrew High School Academic Award (2014)
- Scholarship Award, The National League of Masonic Clubs (2014)

## ACTIVITIES & INTERESTS

- Boxing Club and Tau Epsilon Phi Fraternity
- Enjoy athletics, politics and travel