

**H A M P S H I R E   C O L L E G E**

**Career Options Resource Center**  
Amherst, Massachusetts 01002-5001  
413-559-5445 fax 413-559-5419  
<http://corc.hampshire.edu>

To: Internship Sponsor  
Date: Spring Semester 2015  
Re: CORC Internship Grant for Summer 2015  
Request for Letter of Support



The Career Options Resource Center at Hampshire College offers a very limited number of grants to support student internships. The students undergo a competitive application process, which requires them to obtain a letter of support from the organization where they would like to intern.

The letter should include a description of your organization and its mission; outline duties and responsibilities of the intern position; and specify how many weeks, and hours each week, you expect the student to work. Providing detail about tasks, responsibilities, large projects or issues with which the student will be involved will strengthen the application and improve the student's chance of receiving funding.

Please email your letter directly to the student, who will include it in his/her grant application. The application deadline is Monday, April 6, 2015. The internship funding for the student is not a guarantee until the grant decisions are made in mid-April. If you have any questions about writing this letter of support, please feel free to contact:

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