

**Hampshire College
Career Options Resource Center
893 West Street
Amherst, MA 01002**

Dear Internship Supervisor,

Your intern from Hampshire College is applying for the **Tom Joslin Internship Award** to help fund their film-related internship this summer. This grant is intended for internships focused on any aspect of film and video production, including television production and performance art that involves video.

In order to qualify for this grant, the applicant must submit a letter of support from you that includes the following information:

- a. A description of your company/organization
- b. An affirmation that you have accepted the grant applicant as an intern
- c. A brief description of the project the intern will be involved with
- d. A brief description of the intern's anticipated duties and responsibilities
- e. Your signature and the date

We will accept an emailed letter of support if it is sent directly to sfriedner@hampshire.edu. If you have any questions, please feel free to contact Sharón Friedner, Assistant Director of Hampshire College's Career Options Resource Center, at 413-559-5768 or at the above email.

Sincerely,

Sharón Friedner
Internship Coordinator