The Prompt

1. Why are you interested in doing an Externship?
2. What do you hope to gain from the experience?
3. How do you plan to prepare for and make the most of your Externship?

Keep in mind...

- If you are applying to more than one Externship, keep your essay general enough that it could apply to all of them and consider any commonalities (same field, skills, etc).
- Your essay should have a cohesive narrative/thesis.

Brainstorming

Why are you interested in doing an Externship?
- Learn more about potential career path?
- Try something new?

What do you hope to gain from the experience?
- Exposure to a profession?
- Learn new skills?
- Work in a particular environment?
- Make connections?

How do you plan to prepare for and make the most of your Externship?
- Coursework?
- Related work/volunteer experience?
- Research company/profession?
- Set goals?

Writing Tips

- Don’t wait until the last minute!
- Do some research
- Outline before writing

Once you have a first draft...

- Refer back to the prompt (did you address all three parts?)
- Read your essay out loud
- Ask someone else to read your essay

Additional Resources

- Gateway Career Center
  - How-to guide and resume examples
- Writing Associates
  - Drop-in hours for writing assistance
- English for Academic Purposes
  - Tutors for writing assistance