

DOSSIER SUBMISSION FORM

Please complete the following and return to Viki Gietzel in Room 253 MB.

STUDENT INFORMATION

Last Name _____ First Name _____

PID _____ Email Address _____

Signature _____ Date _____

Student Responsibilities –

1. The student will provide us with an original of all material he/she would like on file to send to prospective employer(s).
 Materials are to include:
 - Cover Letter (new for each prospective employer)
 - Curriculum Vitae
 - Letters of Recommendation (general and/or specific if applicable)
 - Recording (if applicable)
 - Video Recording (if applicable)
 - Writing Sample (if applicable)
 - Unofficial Transcripts (if applicable)
 - Other materials specified by application/position
2. The complete set of dossier materials **must be reviewed and approved by the Director of Student Services** before being sent out by office staff. The **student must allow two (2) weeks** prior to deadlines to allow for the possibility of revision.
3. After approval, a copy of the complete set of dossier materials is to remain in the Student Services office. Any substitutions to the originally approved set of materials must be approved by the Director of Student Services.
4. Request to send materials must be submitted on the “REQUEST TO HAVE DOSSIER MATERIALS MAILED TO PROSPECTIVE EMPLOYERS” form. It is the student’s responsibility to plan ahead for deadlines. Material will only be sent 1st class mail from the department. Any other form of delivery is the student’s responsibility.
5. New cover letters must be submitted for each prospective employer.

FOR OFFICE USE ONLY

Date Received

Cover Letter			
Curriculum Vitae			
Letters of Recommendation	#1	#2	#3
Recording			
Video Recording			
Academic - Writing Sample			
Transcripts			