



Name \_\_\_\_\_

Application for semester(s):  Fall  Spring  Summer  
(Please check all that apply)

### Applications Must Include

- Application form
- Professional resume
- Cover letter
- Minimum of 3 work samples\*

\*Please provide *at least* three samples of your best writing, design, strategic, or other pertinent work that you created for a previous internship, job, class or personal project. Outside-of-class projects and client work are preferred.

### Applications are Due

#### Completed applications and questions should be directed to:

Mass Media & Technology Hall 325  
270.745.8915  
imagewesthr@gmail.com

### For which position(s) are you applying? (check one or two)

- Account Executive       Public Relations Coordinator       Web Designer
- Graphic Designer       Human Resource Coordinator

### Positions We Offer

Full descriptions at [wkuimagewest.com](http://wkuimagewest.com)

#### Account Executive

Coordinate client relations and develop the strategic basis for creative projects.

#### Public Relations Coordinator

Be the communication link between clients, their market, and the general public.

#### Web Designer

Create digital and email solutions for clients using code, CMS, and more.

#### Human Resource Coordinator

Assist manager with recruiting, hiring, conflict resolution, and organization.

#### Graphic Designer

Design visual solutions for clients' needs and business objectives.

### Internship Info

The internship requires 16 hours per week, Monday - Friday, from 8:00 am to 4:30 pm.

ImageWest is a business, not a class. Clients expect A-level work under tight deadlines. You will be expected to take initiative, be resourceful, take responsibility, and collaborate with others to deliver quality services to clients and maintain a rewarding work experience for you and your peers.

By applying for an internship with ImageWest, you are acknowledging that you understand and agree to the level of commitment the agency and its clients will demand.

### Cover Letter

With your application, please submit a cover letter stating your motivation for applying. Letters should be around 400 words, no more than one page, and should focus on selling yourself as an asset to the agency work.

Identify your strengths and weaknesses, what you hope to learn from working at ImageWest, and what sets you apart from other applicants.

Full descriptions of each position are available on our website, and we strongly suggest you use those to get an idea of the skills and abilities we're looking for.

Please submit your letter printed out, alongside your resume, sample works and this application.

# About You

MAJOR	TRACK	MINOR	EXPECTED GRADUATION DATE
YEAR (FRESHMAN, SOPHOMORE, ETC.)		OVERALL GPA	GPA IN MAJOR
HOURS COMPLETED	HOURS COMPLETED IN MAJOR	HAVE YOU PREVIOUSLY APPLIED AT IMAGEWEST? IF SO, WHEN?	
PHONE	EMAIL	WEBSITE	

## Skills

Please check all skills in which you have proficiency.

- Adobe Dreamweaver
- Adobe Illustrator
- Adobe InDesign
- Adobe Photoshop
- Campaign analytics
- Copywriting
- HTML/CSS
- Journalistic writing
- Market research
- Proofreading
- Social media writing
- Wordpress/CMS
- DSLR photography
- Email marketing

Elaborate on which skills you are strongest in, and which you could improve upon?

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## Experience

Besides what's on your resume, what experience makes you a good fit for Imagewest? Please list any relevant workshops, trainings, or conferences attended in the past four years.

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## Reference

Please list your strongest professional or academic reference who can attest to your abilities, work ethic, and talent within this industry. Relatives are not considered appropriate references.

NAME

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TITLE & EMPLOYER

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EMAIL

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PHONE

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Please read and review this entire application; incomplete applications will not be reviewed.

Candidates selected for an interview will be notified by email as soon as possible.

Apply early. If you are not hired, please do not get discouraged. Applying again shows determination and may increase your chances of being selected for an internship later in your college career.

Questions and completed applications should be directed to MMTH 325 or [imagewesthr@gmail.com](mailto:imagewesthr@gmail.com).

**Best of luck!**