Because we do new-consultant training in New Student Week and during fall term, applicants must be able to begin work Fall 2018. (New consultants will be permitted to study off campus during Winter or Spring 2019.) Students who are not on campus in Spring 2018 may apply during Winter 2018 for the 2018-19 academic year. (Early applications due February 28, 2018 by 3:00 p.m. in 420A 4th Libe)

Last Name
First Name

Primary email address
Secondary email address (if applicable)

Current residence hall and room number, or your local address

Phone number(s)

Class year
Major

If you have completed your sophomore year, have you completed the portfolio requirement?
If not, why not?

Name of professor who has sent or will send us a recommendation/nomination for you

Please tell us the maximum number of hours you anticipate being able to work as a Writing Consultant during the 2018-2019 academic year:

<table>
<thead>
<tr>
<th></th>
<th>Fall 18</th>
<th>Winter 19</th>
<th>Spring 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will you be off-campus this coming Spring Term 2018?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Is this your first time applying for this position?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

All consultants must be willing and able to accept assignments as course-specific Writing Assistants and/or in the Writing Center, depending on program needs. Check here if you accept this requirement: 

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**Checklist of Required Application Materials**

- This completed form
- Cover letter (read the job description and tutor expectations carefully before applying; we also strongly encourage applicants to see the Career Center’s website on writing cover letters at [http://apps.carleton.edu/career/students/application/cover_letters/](http://apps.carleton.edu/career/students/application/cover_letters/), and to visit the Writing Center for feedback)
- Résumé (contact the Career Center at x4293 for assistance, or consult their website at [http://apps.carleton.edu/career/students/application/resumes/](http://apps.carleton.edu/career/students/application/resumes/), and consider visiting the Writing Center for feedback)
- Endorsement from a faculty member who is familiar with your writing skills and/or your ability to work effectively with peers on their writing. (Please ask the faculty member to send a brief email, in which s/he outlines in a few sentences why s/he thinks you would make a good writing consultant, to Kathy Evertz, Director, Academic Support Center, at kevertz@carleton.edu.)
- A sample of your academic writing at Carleton (with or without the professor's comments) along with a copy of the assignment (or a summary of the assignment). *Please submit a copy, not the original paper, because we do not return writing samples to applicants.*

Application materials are due in Library 420A no later than 3:00 p.m. on Friday, March 30, 2018

Questions? Contact Kathy Evertz, Director, Academic Support Center (kevertz, x4015) or Erik Warren, Program Assistant, Academic Support Center (ewarren, x4027)