

April 1, 2019

CONTACT INFORMATION

NOTE: THE FOLLOWING MATERIAL MUST BE ATTACHED WITH THIS LETTER:

-RESUME

-OPTIONAL: Short Writing Sample (1-3 pages) or Personal Statement

Dear SUPERVISOR/ORG CONTACT NAME:

Introduction paragraph

Introduce yourself and briefly describe your (1) academic program and (2) work background. List the dates (February-June/July/August 2017) you would like to serve the organization and specific department(s). If you've applied for a posted internship or through a general internship cycle-you should mention this here. You should also reference your attachments in this paragraph: "My resume and writing sample (optional) is attached for your perusal."

DPMI Plus Introduction

I am participating in the Middlebury Institute's Design, Partnering, Management and Innovation Practicum (DPMI Plus), a unique six-month assignment of a graduate student with an international organization, for which I will receive academic credit towards my graduate degree. This program is in its fourteenth year, and since its inception it has provided over one-hundred organizations with highly qualified, professional staff to assist in carrying out the mission of the organization. The following link provides a description of the DPMI Plus program, a list of organizations with which the program has previously collaborated, and profiles of students who have previously participated in the program.

[DPMI Practicum](#)

Describe What You Can Offer Department/Organization

This paragraph requires additional research into the specific projects the organization or department has done or is planning to do. You should spend time researching your desired department's recent and ongoing work and then draft a paragraph that illustrates potential projects you can work on while serving the organization on IPSS.

Terms of Reference

Once a tentative agreement is reached as to the terms of reference (TOR) for this position, your organization and I can begin communicating about preparation needed for the assignment. I will be taking a two-week pre-departure training guided by DPMI Plus faculty in January 2017 (**Internal Note:** this training is optional for MIIS students. You may select other Jterm courses or forgo Jterm credits if you do not need them.) and staff and involving input from participating organizations. As part of the academic component of this program, I will be assigned to work alongside a faculty member in the completion of a research project. This project should complement both the work of the organization and my academic focus.

Closing Paragraph

I look forward to the opportunity to serving (organization) next February-June/July 2019 in (location). I can submit further information on my work and credentials at your request. If you have questions about the DPMI Plus program that you would like to direct to my school, you can contact Carolyn Taylor Meyer in the Graduate School of International Policy and Management at cmeyer@miis.edu or 831-647-6417.

With best regards,

Name

Middlebury Institute of International Studies (MIIS) at Monterey
Monterey, California

P : Your Phone Number