



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
UNITED STATES ARMY CADET COMMAND
328 THIRD AVE.
FORT KNOX, KY 40121-5610

Public Affairs Office

Feb. 14, 2011

University intern program coordinator

To whom it may concern:

I have an excellent opportunity for your journalism and photojournalism students this summer. I have a number of openings for internships in our Leader's Training Course Public Affairs Office.

The internship is at Fort Knox, Ky., and is conducted from May 26 to Aug. 3. It is open only to students who will be sophomores, juniors or seniors during the 2011-12 school year. We have openings for writers, photographers, layout and design and videographers. Deadline for applications is April 1.

The Public Affairs Office produces a weekly 12-page tabloid newspaper and daily website, a multimedia show and news releases in support of the course that is focused on cadets seeking enrollment in the Army Reserve Officers' Training Corps, more commonly known as ROTC.

Interns are paid approximately \$270 a week (tax-free) and given free housing in a local hotel. Of course, they'll also receive a wealth of experience. Internships are for about 11 weeks. Further details are available upon request. To learn more about our internships you can visit our Web page at <http://www.leaderstrainingcourse.com/internships> and click on the internships link.

Journalists should have experience in news and feature writing, be able to write headlines and photo captions and have a working knowledge of the Associated Press Stylebook and copyediting. Photojournalists should be proficient in digital photography, know how to write photo captions and be able to juggle multiple assignments. All applicants must have a driver's license.

To apply, students can send their packets to me at forrest.berkshire@usacc.army.mil, or to our Public Affairs Officer at steve.arel@usacc.army.mil or mail them to our attention at the address in the letterhead. Packets should include a cover letter, resume and examples of work (about six stories for reporting candidates; roughly a dozen photos for photography candidates; four layouts and two writing samples for copy editor candidates). Their cover letters or resumes should clearly state the position for which they are applying.

If you or your students wish to contact me, my number is (502) 624-8149.

Sincerely,

Forrest Berkshire
Public affairs specialist/intern coordinator