

Carnegie Mellon University

Institute for Politics and Strategy

CMU/WSP Application Components

<https://www.cmu.edu/ips/cmuwsp/application.html>

1. The [CMU/WSP online application form](#).
2. A one-page essay explaining how a semester in Washington, DC, ties into your curricular plans at Carnegie Mellon and how it will contribute to your professional development. We encourage you to define your internship interests in this essay. The essay will be uploaded into the CMU/WSP online application form.
3. Your current résumé, reviewed by the Career and Professional Development Center. Please schedule a meeting well in advance of the application deadline, as you may not be able to schedule a meeting with short notice at this point of the semester. Please use the following [worksheet](#) and [checklist](#) to develop your CMU/WSP résumé. The CPDC career consultant should provide feedback to you and confirm his/her review of your résumé through the [CMU/WSP Résumé Review Form](#). Your résumé will be uploaded into the CMU/WSP online application form.
4. Meet with your primary academic advisor to discuss your curricular plans. Your advisor must complete the [CMU/WSP Advisor Approval Form](#).
5. Unofficial transcript from Carnegie Mellon and official transcripts for any other undergraduate institutions where you have completed course work. You can download your unofficial transcript from [SIO](#). Your transcript will be uploaded into the CMU/WSP online application form.
6. Two letters of recommendation, which should be emailed directly to Emily Half, ehalf@andrew.cmu.edu, Deputy Director. Letters should be on letterhead and saved in .pdf format.
 - Faculty recommendation: At least one letter should come from a Carnegie Mellon faculty member who has taught you in class. The letter should address your academic performance, ability to work in varied academic settings, ability to work independently, and writing skills. The recommender should also comment, if knowledgeable, on your extracurricular involvement, service, and leadership experience.
 - General recommendation: The second letter of recommendation may be written by a second faculty member or by another referee (such as a supervisor, coach, advisor, or volunteer coordinator) who can speak to how this opportunity complements your intellectual or career interests. The recommender should also comment, if knowledgeable on your extracurricular involvement, service, and leadership experience.
7. If you wish to be considered for a Friedman Semester Fellowship, please submit your financial aid letter from the HUB.