

**TOWN OF WESTWOOD  
APPLICATION FOR YOUTH POET LAUREATE  
2023-2024**

To apply for this position, prepare and submit the following documents **all together at the same time, in the same email transmission**. The deadline to apply is midnight on **April 7, 2023**.

All applications must be in Word .doc, Word .docx or PDF format.

Label your files with your last name, first initial and the designation **cover ltr; writ sample; refs** as appropriate.

Examples:

Jones, S coverltr

Jones, S writ sample

Jones, S refs

1. **A cover letter** (no more than one page long) with your name; postal address; email address; phone number; the name of the school where you will be enrolled as of 9/1/2023; a paragraph or two stating your interest and your experience to date in writing and studying poetry, as well as your reasons for applying for this position; the following statement: **“I am the sole author of the cover letter contents and all poems in my writing sample.”**

2. **A writing sample of no more than five pages of your original poetry**, with your name on each page after the poem, one poem to a page, 12 pt. type, Times New Roman or Arial typeface. Number the pages of your writing sample  
At the bottom left, center or right.

The poems should be single spaced except for stanza breaks, and the words arranged on the page as you would want them to appear in a magazine or book.

3. The **names and contact phone numbers and email addresses for two references** (outside of your family), at least one of whom is familiar with your poetry. The other reference should be qualified to comment specifically on your contributions to the community, your academic work outside of creative writing, and your ability to follow through on projects. Be sure to let your references know you are providing their names and contact information in your application.

4. All your documents must be submitted as attachments **in PDF or Word (.doc or .docx)** format and transmitted by email to [lviti@wellesley.edu](mailto:lviti@wellesley.edu)

The Youth Poet Laureate selection committee expects to make a recommendation to the Select Board on the choice of candidate by the end of April.

Questions? Email Poet Laureate Lynne Viti

[lviti@wellesley.edu](mailto:lviti@wellesley.edu)

