September, 2009

Dear Advisor:

LATE SHOW WITH DAVID LETTERMAN is accepting applications for our internship program. Enclosed please find two posters stating the requirements for the program. Please be kind enough to post them in the appropriate areas around your campus, so that we can reach as many students as possible.

As the poster states, LATE SHOW WITH DAVID LETTERMAN is looking for bright, energetic women and men who are interested in the television industry.

Applicants from all majors are welcome.

All students must receive credit for participating in our program. These positions are full-time, Monday through Friday, 10AM-7PM and are non-paying.

LATE SHOW interns can be assigned to one of the following departments: Research, Talent, Production, Writers', Writers' Production, and Music. There is also a part-time Production Finance internship for finance or accounting majors. Interns work on projects specific to their departments and perform general office duties. The interns' responsibilities are important to the staff and are a vital part of our success.

We require that students submit a cover letter and resume to apply for the following semesters:

- Summer Semester (May-August) Deadline: March 1st
- Fall Semester (August-December) Deadline: June 1st
- Spring Semester (January-May) Deadline: October 1st

We are currently recruiting for Spring 2010. Students who are interested in applying need to do so by October 1st.

I am always available to answer any questions. I can be reached at (212) 975-5806. Interns can submit cover letters and resumes or email questions to lateshowinternships@cbs.com. Internship information is also posted on our website at www.cbs.com.

I look forward to working with your school. Thank you for your assistance.

Sincerely,

Janice Penino
VP, Human Resources

LATE SHOW WITH DAVID LETTERMAN
The Ed Sullivan Theater • 1697 Broadway, New York, NY 10019
Late Show
with David Letterman

is looking for bright, energetic women and men who are interested in the television industry. Applicants from all majors are welcome.

The positions are full time, non-paying and must be for course credit.

Submit a cover letter and résumé to apply for the following semesters:

- **Summer Semester**
  - (May-August)
  - deadline March 1

- **Fall Semester**
  - (August-December)
  - deadline June 1

- **Spring Semester**
  - (January-May)
  - deadline October 1

Please feel free to email us with any questions at latenowinternships@cbs.com

Late Show, 1697 Broadway, New York, NY 10019