

Cornell Extern Program 2010 – Open Round Application Instructions

BEFORE STARTING YOUR EXTERN APPLICATION, DETERMINE:

- ❑ Your **eligibility**. The program is open to matriculated sophomores, juniors, and seniors. Previous externs must have completed all assignments and evaluations.
- ❑ Your **availability**. Have a flexible winter break schedule with at least 7 to 10 days open between January 4 and 23, 2010. Sponsors—not you—determine the externship dates.
- ❑ Your **time constraints**. The application process includes two distinct steps and multiple essay responses once matched to a sponsor. The process takes between 1 and 3 hours (or longer, if you need to write a resume, and/or take the CCNet tutorial, and write the essay responses). **Note:** You must complete the CCNet on-campus recruiting tutorial to publish your resume to the resume book.

Find the Extern Program website via “Quick Links” at career.cornell.edu, and complete Parts 1-2 and Part 3, Step 1, by **Thursday, November 12**, prior to coming to 203 Barnes Hall. Come to Open sign-up with a list of externships you are interested in, and meet requirements for. Step 2, Parts 4 and 5 are completed after you have signed up on November 12. These essays must be submitted no later than **7:00 am on Monday, November 16**.

STEP 1: PRELIMINARY APPLICATION

- ❑ **Part 1: Create a one-page resume.**
 - Name your resume as follows: your NetID_Ext10_Open.doc; for example, NFL1_Ext10_Open.doc.
 - Avoid formatting errors by saving your resume as a .pdf before uploading it.
 - Refer to sample resumes in the *CCS Career Guide* when creating your resume (do not use an objective statement) and have your resume critiqued at your college career office or 103 Barnes Hall before you upload it to your CCNet account.
- ❑ **Part 2: Cornell CareerNet (CCNet).** *CCNet is accessed through the logo on the lower right-hand corner of the CCS home page.*
 - Update your career profile with current information and upload your resume to CCNet.
 - Complete the CCNet Tutorial (link on login page), if not already “Eligible,” by Wednesday, November 11.
 - Once “Eligible,” publish your resume to the Cornell Extern Programs Open Round Resume Book.
- ❑ **Part 3: Complete the online application BEFORE coming to 203 Barnes for Open Round Sign-up.** This part of the application process “registers” you with the current Extern Program and provides all basic academic and contact information. You will be asked to:
 - Read and agree to the Extern Participation Agreement.
 - Write and enter your personal introduction essays; see page 2 for information on what we are expecting.
 - 1a. Describe your academic interests and the careers you are considering or exploring (100 words).
 - 1b. Explain how the Extern Program would help you explore your interests or better define your career direction (50-100 words).

Optional: If you are applying to externships in different career fields, you have the option to write different essays for different listings, if you wish.

STEP 2: OPEN SIGN-UP DAY and MATCHED PLACEMENT ACCEPTANCE AND ESSAYS

- ❑ **Part 4: Open Sign-up (unmatched or new applicants), 203 Barnes, Thursday, November 12, 2-6 pm.**
 - Before coming to 203 Barnes, see listing descriptions online, including sponsor requirements, and list several that you are interested in. Check the board outside of 203 Barnes to see if your listing choices are still open.
 - During Open Sign-up, Extern staff will enter your selected and assigned externship in person.
 - Once you have signed up, use the decision link from the Extern website to indicate your acceptance.
- ❑ **Part 5: Matched Externship Essays**
 - Explain in detail **how** you meet the specifications stated in “Other Requirements” or “Other Preferences,” if you selected a listing choice that requires these.
 - Write and enter your essays specific to the externship you have accepted; see page 2 for information on what we are expecting.
 - 2a. Give reasons why you selected this specific sponsor’s externship (100-word minimum).
 - 2b. List 7-10 specific questions you would like answered during this extern experience (100-word minimum).
 - 2c. Describe or list the extern activities that would help answer your questions or meet your career goals (100-word minimum).

WHAT ARE WE LOOKING FOR IN YOUR RESPONSES?

Your Step 1 essays will introduce you, your interests, and your goals to the Extern reviewer and sponsor. Your responses in Step 2 explain how your interests are a good fit for a specific externship, articulate your questions and goals for the experience, and suggest activities that would help you attain those goals. If you are matched in an externship, your responses will be sent to the sponsor. We will ask you to re-work responses that are not adequately developed. Be sure to **proofread** your responses prior to submitting.

Be **genuine** and **sincere** in your answers. A sponsor will be able to tell if you are writing a “canned” response. There is a **word minimum** for each part, and it may be helpful to review the samples online to get a feel for the length and depth of response that we are seeking (<http://www.career.cornell.edu/externProgram/forms.html>). Note that the sample responses use examples and descriptions, not simple statements such as “to learn about advertising.”

INSTRUCTIONS FOR WRITING YOUR PERSONAL INTRODUCTION ESSAYS (STEP 1, PART 3)

Question 1a: Describe your academic fields of interest and what careers you are considering or exploring (100 word minimum). Tell us the majors you are considering and/or why you chose your major. What careers interest you, and why? Use examples: Maybe something you saw, read, or did opened your eyes to a potential topic or career field. Perhaps you have always thought about a field, and can give an example of how you explored it as a child and developed it more fully in college (study abroad? research? internships? student organizations, hobbies?).

Question 1b: Explain how the Extern Program would help you explore your interests or better define your career direction (50-100 word minimum). Assess where you are in your career development. Are you sure of your direction, or exploring possibilities? Are you thinking of the Extern Program as an opportunity to look at a new field, or a chance to delve more deeply into something you have some experience with? Are you prepared to take advantage of a sponsor’s expertise? Are you trying to determine the best kind of work environment for you?

Explain in detail how you meet the specifications in “Other Requirements” or “Other Preferences.”

Be sure to address the sponsor’s request or statement specifically.

- A request for particular interest or background, such as maturity, or being comfortable in a specific type of work environment such as a correctional facility, will usually require at least a 75-100 word response; include examples.
- Many sponsors simply request confirmation that you meet certain requirements, such as GPA, transportation, proof of vaccinations, liability or confidentiality statements, etc. For these you can use phrases such as: *I am willing to... I understand I must... or I can provide proof of...*

INSTRUCTIONS FOR WRITING YOUR STEP 2, PART 5 MATCHED EXTERNSHIP ESSAYS

The sponsor will want to know why, specifically, you are interested in this externship opportunity. S/he will ask us why you were matched if there is little relevance between your stated interests or experiences and the opportunity. It must be clear that the position—not just the name of the company—is appealing to you and why. Remember that externships are NOT a “back door” into an organization or a department that is not related to the sponsor’s area.

Question 2a. Give reasons why you selected this specific sponsor's externship (100-word minimum). How does **this** externship description relate to your interests or career fields that you described in Step 1? What about this listing excites you, and why? (e.g., Was a sponsor in your college/major? Is it a position you have never heard of before? Is it related to a hobby that you never thought could lead to a career opportunity?) If your background does not “point” naturally to this field, then explain.

Question 2b. List 7-10 specific questions you would like answered during this extern experience (100-word minimum). Think about this sponsor’s position and externship description, and tailor your questions to the sponsor’s Cornell background, career field, organization, and position. If you are having difficulty thinking of questions to ask, see the *CCS Career Guide* for sample information interview questions.

Question 2c. Describe or list the extern activities that would help answer your questions or meet your career goals (100-word minimum). Briefly list or describe your goals for this experience. What do you hope to learn? Do you want to discover what is possible or realistic for a new graduate at the entry level? Or are you more interested in options for mid-to-late career? If the sponsor describes potential activities, which ones seem particularly interesting to you? How will they help you meet your goals? If the sponsor does not include potential activities, describe some activities that you believe would help you meet your learning goals (e.g., tour of company, observing a meeting or daily procedure, information interviews, etc.). You can use other listing descriptions for ideas of activities. Remember to keep these in your mind as suggestions, however, not expectations.