

Cornell FRESH Program 2014 – Round 1 Application Instructions

BEFORE STARTING YOUR FRESH APPLICATION, consider the following:

- Read the “Is the FRESH Program for You?” webpage to ensure you are **eligible** for an externship, and understand the purpose and learning goals for the FRESH Program.
- Check your **availability**: do you have a flexible Spring break schedule with at least 3-4 business days open between March 29 and April 6, 2014. Sponsors—not you—determine the externship dates.
- Consider **costs**: all expenses related to travel, accommodation, meals, etc. are the responsibility of the student.

Attend a mandatory FRESH **Info Session**, January 29, 6:00-7:15 pm in Hollister B-14 or January 30, 5:00-6:30, Location TBD, or listen to the audio recording and take a quiz if you miss a live session.

Find the FRESH Program websites at career.cornell.edu...Students...Exploring Options.

APPLICATION PROCESS OVERVIEW

We have new tools to streamline your application process. Review the steps below and your checklist for details.

1. **REGISTER**: Initiate your FRESH registration, and follow your timeline checklist carefully.
 - The checklist: this tool will walk you through all application steps and requirements, allow you to check off the steps as you complete them, and track the progress of your application review by FRESH staff. If matched, you will view your assigned sponsor and acknowledge your placement via this document.
2. **Choosing externships**: Review sponsor listings, and select choices based on your interests and externship goals.
 - The FRESH worksheet will allow you to store any listings you find online and with one click, move them to your worksheet for further review and prioritizing before making your final choices.
 - You may select up to five listings to apply to; however, you may apply to fewer than five if you do not find appropriate listings to meet your goals.
3. **RESUME**: Create a one-page resume, upload it to your CCNet account, and publish it to the FRESH Round 1 Resume Book via CCNet.
 - Only one-page resumes will be accepted.
4. **APPLICATION, CHOICES, and ESSAYS**: Complete the online application, which includes: biographical information, agree to the participation agreement, externship choices, and introduction essay responses.
 - You must meet any sponsor requirements. These factors -- college, major or citizenship -- are determined by your University Registrar status. Should you feel you meet requirements, have your Registrar email NFL1@cornell.edu to confirm any changes to your University Registrar status.
 - Not sure what to write in your introduction essays? View our outline of expectations and suggested topics (reverse side).

TIP: Resumes and introduction essays are sent to your assigned sponsor. Proofread your answers on "preview" page, and save a back-up copy of your responses as a Word document.

See Placement Guidelines for details on program goals and the matching process.

Round 1 Deadline is February 10, 7:00 AM.

IMPORTANT: To avoid server delays or freezing due to volume overload on February 10, make every effort to complete your introduction essays at least 12 hours early! There will be no extensions due to server accessibility problems.

WHAT ARE WE LOOKING FOR IN YOUR INTRODUCTION ESSAY RESPONSES?

I. Your question 1 essay will introduce you, your interests, and your goals to the FRESH reviewer and sponsor. 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 question, and it may be helpful to review the sample essays online to get a feel for the length and depth of response that we are seeking (FRESH Resources and Information webpage). Note that sample responses use examples or descriptions, not simple statements such as “to learn about medicine.”

If you are matched with an externship, your responses and resume will be sent to the sponsor. We may ask students to rewrite responses that are not adequately developed. Be sure to **proofread** your responses prior to submitting.

Question 1: Describe your academic and career interests, and explain how and why an externship would help you to explore them (75-300 words). Tell us the majors you are considering and/or why you chose your major. What careers interest you at this point, and why? Use examples: Maybe something you saw, heard, 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 high school or college (travel abroad? research? internships? student organizations? hobbies?). Assess where you are in your career development. Are you sure of your direction, or exploring possibilities? Are you thinking of the FRESH Program as an opportunity to look at a new field, or a chance to delve more deeply into something you already have experience with? How will you take advantage of a sponsor's expertise? Are you trying to determine the best kind of work environment for you?

II. Your responses to questions 2 and 3 explain how your interests are a good fit for a specific externship and articulate your questions and goals for the visit. If you are matched with a 1-day or longer externship, you will be asked to suggest activities or topics that would help you attain those goals. 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 2. What do you find appealing about this specific Externship/Information Interview and how does it relate to your interests and goals? (75-200-words) How does **this** externship description relate to your interests or career fields that you described in question 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. 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 mid-career?

Question 3. List 5-7 specific questions (beyond the basic ones) you would like answered during your externship or information interview. (50-word minimum) Go beyond the basics, those questions that sponsors expect you to ask (their academic/career background, or daily activities). 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.

III. The following responses will only be required if your listing choice warrants it, based on length and requests.

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...*