

Selecting and Ranking your Externship Listing Choices

The overall goal of the Cornell Extern Program is to extend the opportunity for at least one externship per student applicant. There are no guarantees to be placed, though for students who keep an open mind about opportunities, we regularly match 96% of Extern applicants through the two application rounds.

Matching Process

- We use a computer program to suggest maximum matches based on class year, previous extern application/completion history, sponsor preferences, and student choice.
- Students who previously completed an individual sponsor's externship will not be matched again with that sponsor, even if they are in a new position with a new organization.
- Filling externships is a more important criterion than the order of a student's listing choices.
- If you are the only applicant, and meet a listing's requirements, you will be matched with that externship.
- Prior application history: if you applied before and were not matched, you will have some priority over your classmates. If you previously completed an externship, you have lower priority than new applicants in your class year.
- We review the introduction question responses to confirm whether or not you would be an appropriate match.
- In the case of a tie, Extern staff will determine which student may benefit the most from the externship based on the student's application statement, previous exposure to the career field, academic background, prior externship experience, etc.

Ranking your Listing Choices

- The online listing will note how many externs a sponsor has requested, and how many completed applications have been submitted for that sponsor.
- Chances for a match decrease as the number of applications increase for a listing with only one or two placements.
- If your goal is to participate in AN externship, and not one particular externship, then continually check the listings as the deadline approaches, and consider changing your choice(s) to other listings with fewer applicants. (Don't forget to check your introduction essays to ensure they are relevant to your new choice(s)!)

Special Considerations for Seniors

- Seniors are not eligible to apply for any listings with a company to which they submitted a resume for a job with that organization through on-campus recruiting, regardless of whether or not they received an interview.
- Those students graduating in December are eligible to apply.
- As soon as a senior accepts a job offer, any extern placements must be withdrawn.

Primary Reasons Students Go Unmatched

- Late or incomplete applications.
- Poor grammar or typos.
- Incomplete introduction essays, or essays that do not show an interest or connection with the sponsor's externship description.
- Applying only to externships with many applicants (e.g. NYC hospitals or banks).
- Applicants who have not fulfilled previous Extern placement requirements (evaluation, cancellation, or no-show).