BEFORE STARTING YOUR FRESH APPLICATION, consider the following:

- Read the “Is the FRESH Program for You?” and “Important Factors to Consider” web page to understand the purpose, learning goals, and other considerations before applying for the program: Career.cornell.edu…Students…Exploring Options…FRESH.
- Check your availability: do you have a flexible Spring break schedule with at least 3 business days open between March 29 – April 6, 2014 or May 16-30? Sponsors—not you—determine the externship length and date(s).
- Consider costs: all expenses related to travel, accommodation, meals, etc., are the responsibility of the student.
- Commitment: by signing-up for an externship, you are committing to complete the application on time, attend an orientation session, and follow through to complete the externship, and the required FRESH evaluation.

Students who miss the Open Round Info Session on February 12 (and did not attend Round 1) must listen to the audio recording at career.cornell.edu via the CCS Media Site Button, and Recent Events, and complete the online quiz by February 17.

Who is eligible? Undergraduates from all colleges, particularly freshmen, winter athletes, and new spring external transfers. Students who are graduating in May, and have accepted or are about to accept a job offer, are not eligible. And, seniors who accept a job offer anytime after the application must withdraw from the externship.

APPLICATION PROCESS OVERVIEW

- There are some differences between the Fresh Round 1 and the Open Round, so review the steps below and follow your FRESH checklist carefully.
- You must complete all steps in the application process, which includes completing the Pre-Sign Up Application between February 12 – 20, visiting 203/210 Barnes Hall on February 21, and finalizing your application by the February 24 deadline.
- Our checklist-tracking 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.

In preparation for Open Round on February 21:

1. Initiate an application by clicking the “Create Your FRESH Application” link on the Open Round Application Overview web page, and complete the general application information, which includes biographical information and agreeing to a participation agreement.

2. Beginning February 12, review FRESH sponsor listings that appear as “Open” or “Partial” on the FRESH website, and select choices based on your interests and externship goals. Please note that availability may vary throughout the week.
   - 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 prioritize them in preparation for Open Round Day on February 21.
   - You must meet any sponsor requirements related to your degree or citizenship status as confirmed by the University Registrar.
   - Create introduction essay questions 1 and 3 via your checklist.

3. Create a one-page resume titled FR14_NetID_open.pdf, upload it to your CCNet account, and publish it to the FRESH Open Round Resume Book.

On February 21, Open Round Day, 2:00-5:30 pm:

1. Bring a hard copy of your prioritized list of externships to 203/210 Barnes and check the Externship Availability Board located in the hallway outside Barnes 203/210.
   - The FRESH Office will check to confirm that you meet all sponsor requirements and have completed the Open Round Pre-Application.
   - You can only be placed in one externship. Placements are made on a first-come, first-assigned basis, so be prepared to move down your prioritized list if your first choice is already filled when you arrive.
   - Sign-up should take 10-20 minutes (or less).

2. Complete your essays, and update your questions, for your assigned externship by Monday, February 24, 7:00 am.

TIP: Resumes and introduction essays are sent to your assigned sponsor. Proofread your answers, and save a back-up copy of your responses as a Word document in case you must submit your answers via email due to server or system issues.
Be sure to address the sponsor’s request or statement specifically. Explain in detail how you meet the specifications in “Other Requirements” or “Other Preferences.”

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.”

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.

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….