What is the FRESH Program?

An externship is a short-term job shadowing experience that provides an opportunity to learn more about a career field. The FRESH program allows freshmen to visit Cornell alumni at their workplaces during Spring Break. Through discussions with a professional, you can expand your knowledge of career options, assess your “fit” with a particular position or organization, make connections, and begin establishing your alumni network.

Various activities—such as observing the sponsor’s daily activities, discussing specific jobs and careers with the host’s colleagues, attending meetings or tours, and sometimes completing a small project—will provide greater clarity on how an academic major relates to a given career field or job.

Externships are available in various career fields and geographic locations. See the offerings at career.cornell.edu, using “Quick Links” to FRESH Program.

Plan two to four hours to review the FRESH listings, complete the online application, update your CCNet profile, and answer the introduction questions; allow additional time if you need to prepare a resume “from scratch.” The Cornell Career Guide provides a variety of sample resumes.

Requirements for Participation

- Attend one FRESH Information Meeting, and if matched, one orientation meeting; see below for dates and times.
- Update your CCNet profile (enter through the logo at career.cornell.edu).
- Complete the CCNet on-campus recruiting tutorial to become eligible to publish your resume for FRESH. It takes at least 1–2 business days after completing the tutorial to be made eligible; therefore, complete the tutorial before February 4, 12:00 noon.
- Create a one-page resume, upload it to your profile, and publish it to the Cornell FRESH Program Resume Book.
- Complete the FRESH Online Application: includes demographic information and externship choices.
- Write introduction essays by answering the required questions.
- Accept terms of the FRESH Extern Participation and Hold Harmless Agreements.
- Meet deadlines and contact sponsors in a timely manner.
- Recommended: Attend Fall Networking Workshops on November 3 and December 1 (see CCS Calendar for details).

Important Considerations for Applicants

**Eligibility.** The program is open to matriculated Cornell freshmen from all colleges.

**Availability.** The FRESH Program occurs during Spring Break, March 19–26, 2011. Sponsors specify the date(s) and length of externships (generally one to three days). Students must have a flexible schedule during this period in order to accommodate the sponsor’s schedule.

**Placement Priorities.** Placement is based on a variety of factors including sponsors’ requirements, well-written introduction essays and resume, and the number of opportunities available with any given sponsor.

**Expenses.** Students are responsible for paying their own expenses and for making all arrangements, including housing and transportation. Students do not receive academic credit or pay from the sponsor.

**Application Instructions.** The FRESH web pages contain detailed information at career.cornell.edu, via “Quick Links.” The extern sponsor listing descriptions and online application system will “go live” on January 24, 2011. Email us at externprograms@cornell.edu with questions.

**Important Dates & Deadlines**

January 26 or 28  **Required Information Session,** Appel Commons, Multi-Purpose Room, 6:00–7:30 pm.

January 24–February 7  **Round 1: Externship listings and applications available.**

January 31  **Resume Writing workshop, Tatkon Center, 5:00–6:00 pm.**

February 2  **Resume Critiques, Tatkon Center, 5:00–7:00 pm. Sign up in advance via CCNet.**

February 7  **DEADLINE—Round 1. All three application parts must be completed online by 7:00 am.**

February TBD  **Spring Networking Workshop (see CCS Calendar for details).**

February 15–16  **Extern Acceptance.** Placements announced via your online application record.

February 18  **Open Round.** See website for details. 203 Barnes Hall, 2:00–4:30 pm.

February 23 or  **Mandatory Orientation, Robert Purcell Community Center, Auditorium, 6:00–7:30 pm.**

February 25  **Mandatory Orientation, Appel Commons, Multi-Purpose Room, 6:00–7:30 pm.**

February 28–March 7  **Contact Period.** Students contact sponsors to discuss dates and logistics of externships.

March TBD  **Mingling… How to Work a Crowd (see CCS Calendar for details).**

March 19–26, Spring Break  Externship visits take place.