

RIT CENTER FOR URBAN ENTREPRENEURSHIP (CUE)/RCSD

FUTURE BUSINESS LEADERS AND ENTREPRENEURS

2018 SUMMER APPRENTICE APPLICATION

(PLEASE PRINT)

Today's Date: ____/____/____

Name: _____ Current Grade Level: _____

Date of Birth: ____/____/____

Full Mailing Address (*include street address, city, and zip code*):

Telephone #: (____) _____ - _____ Cell #: (____) _____ - _____ E-mail Address: _____

Parent/Guardian's Name: _____

Address and Telephone # (if different from above): _____

School: _____

Counselor: _____

Please answer the following questions: (circle your response, where applicable)

1. FBLE Program dates are **June 28, 2018 through August 16, 2018 (Tues & Thurs). We will not meet on Tuesday, July 3rd, but pick back up on Thursday, July 5th.** Can you work during these dates as an FBLE Apprentice, 9:00 am until 3:00 pm? Yes No
2. Have you participated in FBLE in the Past? Yes No
3. Are you currently employed? Yes No

If yes, where are you employed? _____

How many hours per week do you currently work? _____

What are your responsibilities/what does your employment entail?

4. Do you have a GPA of 3.0 or better? Yes No
5. Do you meet the 93% attendance policy? Yes No

6. Do you require transportation assistance to attend FBLE if selected?

Yes

No

7. Why do you want to participate in FBLE?

8. What are your plans after graduation?

9. Do you drive and/or have access to transportation?

Yes

No

The following documents are required to accompany this form/packet in the following order:

- Completed Application Form (this document)
- Applicant Resume
- Recommendation Letter (other than family/teacher)
- Teacher Recommendation Letter

If you meet the initial eligibility screening criteria of 3.0 (cumulative) GPA and 93% attendance policy, you will be invited to a face-to-face interview with CUE personnel, including Program Coordinator, Yasmin Mattox, and CUE Director, Ebony Miller-Wesley. Interview arrangements will be made with school counselors to ensure efficiency.

I am interested in continuing this process: _____

Apprentice Signature

Date: _____

I give consent to my child to continue through the next phase of the recruitment process:

Parent/Guardian's Signature

Date: _____

Counselor's Signature

Date: _____

Principal's Signature

Date: _____

These documents must be turned in by **May 2, 2018** to your counselor. Your **counselor must email them to CUE (as instructed below) by May 9, 2018.**

Counselors: Please forward these applications to: Yasmin Mattox, Program Coordinator at yjmvpr@rit.edu or Ebony Miller, Director, CUE at ebony.miller@rit.edu.

**Future Business Leaders and Entrepreneurs Program
Teacher Recommendation Form**

Note to Applicant: Please complete the top section of this form. (Please print)

Name of Applicant _____

School _____ ID # _____

Name of Applicant's Counselor _____

Address _____ Zip _____ Phone # _____

Applicant's Signature _____ Date _____

Name of teacher completing recommendation _____

The student whose name appears above is applying for the Future Business Leaders and Entrepreneurs Program. Your candid assessment of the above applicant will assist the selection committee in its evaluation. We are aware that we are asking for time and effort on your part in completing this form, therefore, we have tried to make it as simple as possible. We want to assure you that your assistance in giving us this appraisal is extremely helpful to us and greatly appreciated.

How long have you known the applicant and in what capacity?

What do you consider to be the applicant's strengths or talents?

What do you consider to be the applicant's weaknesses?

Does the applicant demonstrate initiative?

What do you see as their potential both in a cooperative work setting?

How would this student fare in a potentially high pressure work environment?

Signature of person completing recommendation _____

*Please scan this completed form to yjmvpr@rit.edu or ebony.miller@rit.edu, no later than **May 9, 2016**.*

HELPFUL HINTS IN WRITING YOUR STUDENT RÉSUMÉ

Regardless of the format/layout you use for your résumé, your résumé should meet the following standards when it is completed:

- Write on 8 ½ x 11" standard size paper
- Use an attractive design and layout; balance of blank space and text
- Place your name, address, and phone number at top of résumé (include area code in telephone number)
- Abbreviations should not be used for state, street address, other, etc.
- An Objective or Career Objective is required
- Education should be listed before Work Experience
- Proof, proof, proof for perfect spelling, punctuation, and grammar
- Perfect reproduction; no strikeovers, typos, or erasures
- Use of positive action verbs
- Use of present tense for current activities; past tense for previous experience
- The words "I" or "My" should not be used
- Communicate achievements and capabilities
- Project enthusiasm and professionalism
- Excludes personal information (age, height, weight, etc.) which might invite discrimination
- Résumé should be on only one page, unless you have extensive experience – then two pages may be used

Eight Tips to Keep Your Resume Concise

by Kim Isaacs, MA, CPRW, NCRW

1. Avoid Repeating Information.

Did you perform the same or similar job tasks for more than one employer? Instead of repeating job duties, focus on your accomplishments in each position.

2. Eliminate Old Experience.

Employers are most interested in what you did recently. If you have a long career history, focus on the last 10 to 15 years. If your early career is important to your current goal, briefly mention the experience without going into the details. For example: Early Career: ABC Company - City, State - Served as Assistant Store Manager and Clerk, 1980-1985.

3. Don't Include Irrelevant Information.

Avoid listing hobbies and personal information such as date of birth or marital status. Also, eliminate outdated technical or business skills.

4. Cut Down on Job Duties.

Many job seekers can trim the fat off their resumes simply by removing long descriptions of job duties or responsibilities. Instead, create a paragraph that briefly highlights the scope of your responsibility and then provide a bulleted list of your most impressive accomplishments.

5. Remove "References Available Upon Request."

Many job seekers waste the valuable last line of the resume on an obvious statement. Unless you're using this as a design element, remove it.

6. Use a Telegraphic Writing Style.

Eliminate personal pronouns and minimize the use of articles when preparing your resume.

7. Edit Unnecessary Words.

Review your resume for unnecessary phrases such as "responsible for" or "duties include." The reader understands you were responsible for the tasks listed on your resume.

8. Customize Your Resume for Your Job Target.

Only include information relevant to your goal. This is particularly important for career changers who need to focus on transferable skills and de-emphasize unrelated career accomplishments.

**STUDENT RÉSUMÉ & REFERENCES
ROUGH DRAFT**

Heading:

Name: _____
Home Address: Street: _____
City: _____, State: _____ Zip: _____
Phone Number: (____) _____ & E-mail Address: _____

Career Objective:

- This section can be written in general terms to hand/send out to many different employers or
- Written specifically to comply with a particular job being applied for
- Writing two résumés with different objectives can be very helpful too.

Education:

Date Attended: _____ Name of School: _____
Address: _____
City, State Zip: _____
Courses Taken: _____

Work Experience:

- List most recent experience first

Date of Employment: _____ Name of Employer (company): _____
Address: _____
City, State Zip: _____
Responsibilities/Duties: _____

Repeat this section as necessary

Volunteer Experience:

- List most recent experience first

Date: _____ Name of Organization: _____
Address: _____
City, State Zip: _____
Responsibilities/Duties: _____

Repeat this section as necessary

Activities & Accomplishments:

- List leadership roles, community organization involvement, awards, sports or
- Special skills that relate to your job objective

Skills:

- List any computer, communication, and or personal skills you have acquired
[For example: Internet Skills, Microsoft Word, Microsoft Excel, Type 35 wpm]

References:

- Use the statement:
"Available upon request."

REFERENCES:

- On a separate typed page: List 3 references.
- Include: Person's Name, Company, Address, City, State and Zip, and Telephone Number where the person/reference can be reached, include area code.
- Make sure that you have spoken to the person prior to listing their name.
- This is a separate page from your résumé and only given to the employer if the employer requests the information.

REFERENCES
(for [Your Name])

1. Name
Company
Street
City, State Zip
Phone Number

2. Name
Company
Street
City, State Zip
Phone Number

3. Name
Company
Street
City, State Zip
Phone Number