



# Personal Statements

**Purpose:** To paint a picture for potential mentors to understand who you are, what you're interested in and how this internship will impact your career trajectory.

## What to include:

1. Be sure to demonstrate your interest in the field and the work being done at Mote (be specific), your work ethic and your willingness to learn.
2. Explain why this internship is important to you and how it will impact your career pursuits? Questions you should try to answer include: Why this internship? How would doing this internship impact you? Why is this opportunity valuable to you?
3. Describe a challenge(s) you are facing in your career pursuits and how you are overcoming them (or hope to overcome them)
4. Tell us about you! Who are you? What's important to you? What are important aspects of your identity or personality that we should know? What do you value? Where do you see yourself in the future?
5. Tell us what the other parts of your application don't tell us. Is there something we should know about your resume that you want to highlight? Do you want to explain something in your transcript? If we won't get the whole story from the other parts of your application, here is your opportunity to fill in the gaps.

## Tips:

1. Be sure to edit, have a friend lookover it (or an editing program like Grammarly)
2. Say what you need to say, but don't ramble. Mentors have to read MANY applications so try not to be too long winded (2 pages or less).
3. Tell a story. We have your list of accomplishments from your resume. This is where you tell your story! If it's interesting to read you will be more memorable and stand out among the sea of applicants.



## Resume/CV

**Purpose:** To showcase your skills and experiences

### What to include:

- Name
- Contact information
- Education (school, years, major, [expected] graduation date)
- List of relevant courses (if applicable)
- Honors, awards, scholarships, and fellowships (name of award and date awarded):
- Skills (computer, research, languages, tools/instruments etc.)
- Work, professional, and/or research experiences (years you worked there, location/advisor, relevant skills you learned or tasks you were responsible for)
- Presentations and publications (if applicable list titles of talks, locations and dates of presentations)
- Leadership activities (dates and description of your role)
- Teaching/Mentoring/Outreach experiences

### Tips:

1. **Gapping:** Use incomplete sentences to present information succinctly. For example, instead of writing, "I was a peer facilitator for Freshman Seminar, a course for first-years, during the Fall 2015 semester." write "Freshman Seminar (Fall 2015): served as a peer facilitator and graded exams for this first-year course"
2. **Parallelism:** Use the same structure of phrases (especially verb tenses) and visual aspects throughout the document. Likewise, list information in the same chronological order in all sections (i.e., most recent to oldest)

#### Example 1:



<https://bit.ly/cvexample1>

#### Example 2:



<https://bit.ly/cvexample2>



# Recommendation Letter

**Purpose:** To allow someone who knows you well to vouch that your character, skills, and passions make you a good candidate for the position you are applying for.

You should find a person in your life who can speak to your work ethic, passion for the field and willingness to learn. This person should know you well enough to be able to provide a detailed letter. It would be great if this was a professor or someone in academia or the science field, but if there isn't someone who knows you well in those spaces feel free to find other sources.

## **Suggestions for letter writers (in order of priority):**

- Your favorite professor
- A faculty/staff member at your college who knows you well
- Your favorite high school teacher
- A boss or former boss
- Someone you see as a role model or mentor
- Coach, youth leader, pastor/priest/rabbi, family friend, community leader etc.

## **Tips:**

1. Be sure to request recommendation letters early to give your writers plenty of time to prepare a good letter
2. Don't be afraid to send regular reminders to your writers to keep them on track for the deadline.
3. Show them the rest of your application materials, the project description and what skills or qualities you want them to focus on.