Thank you for applying for the VIP internship program! The VIP council consists of leading Central Valley companies placing students throughout California. We are interested in the following majors for internships beginning in January 2018: Civil Engineering, Construction Management, Electrical and Computer Engineering, Industrial Technology, and Mechanical Engineering students.

Your application is due on Tuesday, September 19th in EE 356 by 5 pm

Remember to include:

____ The Attached Application_
____ Unofficial Copy of Your Transcript_
____ Roadmap of Your Remaining Classes_
____ Cover Letter (See attached example)_
____ Resume (See attached example)_

- **Information Session – Saturday, September 16th – 9 AM to 11 AM in IT 160**
  If you cannot attend this session, please inform VIP Director Brissa Quiroz.
  E-mail: byquiroz@mail.fresnostate.edu

- **Big Interview – Online**
  Complete an online interview following the attached directions for Big Interview. Big Interview is not mandatory but is highly recommended.

- **Mock Interviews – Thursday, September 28th & Friday, September 29th – 9 AM to 12 PM**
  Career Resource Center participates in a 30 minute mock interview on a select date and time. Sign-up sheets for the mock interview will be at the Information Session and posted outside of the Director's office, EE 244.

VIP Interviews will be held the morning of Friday, October 6th.

You will sign up for your interview slot through the VIP Program Office Doodle sign-up system.

BIG INTERVIEW

NOTICE: This requires a computer with internet access with a WEBCAM. Mobile, tablets, and other devices may be used IF you can access FLASH.

Directions:

Step #1: Go to Career Development Center homepage [www.fresnostate.edu/careers]

Step #2: Click on the BIG INTERVIEW icon (right hand side)

Step #3: Click on "Register" and validate account by using your Fresno State email

Step #4: Fill out the Contact/Login Information

Step #5: Once logged into Big Interview, locate the "Dashboard" tab (top, left hand side)

- Click on "Practice an Interview" (left hand side)
- Click "Custom Sets" tab (top center)
- Choose "VIP Mock Interview"

Step #6: You will see 2 boxes

- Review "Tips on how to answer this question" on left side for ideas to help you better prepare
- Click "Play" under the first box "Interviewer" and listen to the question
- Click the right box "Candidate Record" button to record your answer via webcam
    o Once you record you have 3 options: Record, Play or Save
    o Click "Play" to review your answer; "Save" to save your answer; or "Record" to redo your answer
    o You can redo your answer as many times as you desire. There is no limit on the number of times you can redo your answer
    o Click on the :Next Question" tab to move forward
- Remember to "Finish Interview" after the last question

Questions? Contact the Career Development Center, Thomas 103, 559-278-2381.

VIP Program Application Fall 2017

This application is to be turned in by September 19th at 5 PM to EE356

Note: This is an application for a Spring 2018 Internship, beginning January 2018

2320 E. San Ramon Ave. M/S EE94
Fresno, CA 93740
(559) 278-5614

Name: _____

    (Last)   (First)   (MI)

Phone: _____

Alternate Phone: _____

Local Address: _____

City, State, Zip: _____

Student ID# _____

Perm. Address: _____

City, State, Zip: _____

Email: _____

Alternate Email: _____

Major (circle one):   Civil Engineering   Construction Management   Electrical and Computer Engineering

    Industrial Technology   Mechanical Engineering

Citizenship (circle one):   US Citizen   Permanent Resident   Student Visa*

*Please Note: If you selected "Student Visa", you will need a work permit or curricular practical training permit before you will be able to participate in the co-op assignment. If you need help, please see a counselor at Fresno State's International Student Office, Joyal 256, as soon as possible.

Can you show proof of being legally able to work in the U.S.?   *Yes*   *No*

Is there anything that would prevent you from obtaining a security clearance? (i.e. illegal or federal drug use, significant non-school related debt, foreign contacts):   *Yes*   *No*
Please note that answering "yes" to the above question does not preclude your admission into the VIP Program

Gender (check one):   Male   Female

Class Standing (check one):   Sophomore   Junior   Senior

Are you interested in doing a back-to-back internship?:   *Yes*   *No*

Cumulative College G.P.A.: _____   Major G.P.A. (from DPR): _____

Project Graduation from Fresno State: Date: _____   Advisor: _____

APPLICANT MAY BE SUBJECTED TO BACKGROUND CHECK AND DRUG OR ALCOHOL TESTING

Please attach a cover letter with a one-page resume and college transcript (unofficial O.K.) to help identify your areas of professional interest and course preparation.

Please note that your signature below authorizes the release of this information to VIP member companies. For Fresno State students, by signing below, you will be giving the VIP Program permission to access your records. Submission of this form electronically gives the VIP Program the same authorization.

Signature: _____   **Date:** _____

Completion of the following information is optional, but needed to measure the effectiveness of our recruitment efforts and conformity with Title VII and IX of the 1972 Civil Rights Act and the California Fair Employment Practices Act. It will not be used as basis for selection.

Ethnic Background (circle one):

White   Black   Hispanic

Asian   Filipino   American Indian

Pacific Islander   Other: _____

Please circle any one of the following that apply: Re-entry   Veteran   Disabled

Other (i.e. EOP, MESA, Migrant Ed., etc.): _____

Please rank each category by your level of interest using numbers 0-5 (5 being the highest level of interest in category).

Note: This does not mean that you will receive one of these areas but it will help the companies place you in a position that interests you.

Technical Sales _____   Business _____

Process _____   Maintenance _____

Design _____   Programming _____

Power _____   Automation _____

Did a current VIP student refer you to the VIP Program?   *Yes*   *No*

If yes, please state who referred you: _____

August 7, 2012

Engineering Student 1234 E.
Student Way Fresno, CA 93740
(559) 223-####

Valley Industry Partnership for Cooperative Education Lyles College
of Engineering
California State University, Fresno Dear VIP Member

Companies;

I am writing to express my interest in participating in the Valley Industry Partnership for Cooperative Education Program. After three years of demanding schoolwork in Electrical Engineering, I feel that it is the time for me to make the next step, to put the knowledge acquired in the classroom to use in an industrial company.

I am a hard-working and outgoing individual who know the importance of teamwork in the field of engineering. That said, I am able to work effectively both with a group as well as independently. I have been on the Unmanned Aerial Systems team since 2011, mainly participating in sensor integration. I am currently a member of Eta Kappa Nu, and Tau Beta Pi. Through these engineering organizations, I have honed my teamwork skills.

Technically, I have completed junior level classes in the Electrical Engineering curriculum and have found electromagnetics, circuit design, and C programming to be areas in which I excel. My ability to learn and master material quickly has allowed me to participate in and lead study groups. I also apply this in my position as a peer tutor for the Pathways: Student Services organization within the Lyles College of Engineering.

After speaking with some of the VIP companies during the Fall BBQ and listening to presentations during my classes, I am very excited about the opportunity that the VIP program offers. I look forward to the upcoming interviews to speak with all of you personally.

Thank you for your consideration. I look forward to hearing from you. Sincerely,

Engineering Student

Engineering Student

2320 E San Ramon Avenue + Fresno, CA 93740 + (559) 278-3965 + someone@example.com

Summary

Motivated mechanical engineering student eager to apply academic knowledge to a variety of industrial applications.

Education

B.S. MECHANICAL ENGINEERING

California State University, Fresno   **Expected Graduation: May 2014**

GPA: 3.03

A.A. IN LIBERAL ARTS: MATH AND SCIENCES

Porterville Community College 2010

GPA: 3.89

Skills Summary

◆ AutoCAD	◆ Windows OS	◆ Microsoft Word
◆ SolidWorks	◆ MATLAB	◆ Microsoft Excel

Project Experience

ROBOTIC ARM PROJECT   AUGUST 2012 - DECEMBER 2012
- Designed robotic arm to rotate to select candy.
    - Programmed Arduino microcontroller to control all movements of two servo motors, a stepper motor and a light sensor.
    - Modeled the arm in SolidWorks to determine the appropriate dimensions and construction materials.
    - Fabricated the arm using lathes and milling machines. Applied TIG welding techniques to complete project.

FORMULA SOCIETY OF AUTOMOTIVE ENGINEERS (SAE)   AUGUST 2010 - PRESENT
- Team Leader of 4 person suspension team.
    - Analyzed the amount of friction between the tires and the road to provide steering stability.
    - Minimized body roll by 75% by developing process to transfer weight during cornering.
- Contributor to research and development of new automobile design.
    - Investigated the viability of a multiple exterior designs resulting in an improvement in wind drag.
    - Coordinated seminars of professional engineers to provide input to student designs.
- Member of the Race Team
    - Responsible for troubleshooting technical problems on the spot car during race day.
    - Served as the suspension expert, armed with spare parts and a back-up suspension plan.

MECHATRONICS CLUB   JANUARY 2011 – MAY 2011
- Design team member for robotic bartender.
    - Developed the microcontroller control for the light and sound system using a PIC32.
    - Investigated and specified windshield wiper pumps to be used for beverage dispensing.

Employment History

PERSONAL TUTOR – Taught general math through calculus to students in grades 6-12.

2007 – Present

Student Road Map

Fall 2017 Classes	# of Units
Total # of Units this Semester	

Spring 2018 Classes	# of Units
Total # of Units this Semester	

Summer 2018 Classes	# of Units
Total # of Units this Semester	

Fall 2018 Classes	# of Units
Total # of Units this Semester	

Spring 2019 Classes	# of Units
Total # of Units this Semester	

Summer 2019 Classes	# of Units
Total # of Units this Semester	

Fall 2019 Classes	# of Units
Total # of Units this Semester	

Spring 2020 Classes	# of Units
Total # of Units this Semester	

Summer 2020 Classes	# of Units
Total # of Units this Semester	