



## Valley Industry Partnership for Cooperative Education

Thank you for applying for the VIP internship program! The VIP council consists of 13 companies from Lost Hills to Sacramento and is need of Industrial Technology, Computer Engineering, Electrical Engineering, and Mechanical Engineering students.

**Your application is due on Friday, September 19 to EE260 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)**

Please keep these dates in your calendar. You will be e-mailed if you pass the first round of screening to remind you of these obligations.

- **Information Session – Monday, September 22<sup>th</sup> - 4:30 PM – IT160**  
If you cannot attend this session, please let Nell Papavasiliou [npapavasiliou@csufresno.edu](mailto:npapavasiliou@csufresno.edu) know.
- **Mock Interviews – EITHER Tuesday, September 23<sup>rd</sup> or Wednesday, September 24<sup>th</sup> – 9 AM - 12 PM**  
Participate in a 30 minute mock interview on one of these days. Sign-up sheets for the mock interview will be at the information session and then posted outside of Nell's office EE260.

**VIP Interviews will be held the morning of October 17, 2014**  
**You will sign up for your interview slot at the Mock Interviews.**

# VIP Program Application Spring 2014

This application is to be turned in by September 19 at 5 PM to EE260

**Note: This is an application for a Spring 2015 Internship, beginning January 2015**

2320 E. San Ramon Ave. M/S EE94  
Fresno, CA 93740  
(559) 278-3965

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_  
Last First MI

Local Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street Apt. #  
City State ZIP Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Perm. Address: \_\_\_\_\_ Alternate Email: \_\_\_\_\_  
Street Apt. #  
City State ZIP

Major (check one): Computer Engr. Electrical Engr. Mechanical Engr. Industrial Tech

Citizenship (check one): U.S. Citizen Permanent Residence Student Visa\*

*\*Please Note: If you circled "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 state 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 G.P.A.: \_\_\_\_\_ Major G.P.A. (from DARS report): \_\_\_\_\_

Projected 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:            White                    Black                    Hispanic  
(circle one)                    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.): \_\_\_\_\_

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
- ♦ SolidWorks
- ♦ Windows OS
- ♦ MATLAB
- ♦ Microsoft Word
- ♦ 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 Organizations

- ♦ Tau Beta Pi, Engineering Honor Society
- ♦ Pi Tau Sigma, Mechanical Engineering Honor Society
- ♦ American Society of Mechanical Engineers (ASME)
- ♦ Society of Women Engineers (SWE)