Tips for Applying to the CCI Program at Berkeley Lab To Ensure Best Chances of Placement

Key Dates	
Action	**Summer 2012**
Program Runs	4 Jun – 10 Aug 2012
On-line application opens	14 Oct 2011
Deadline to submit application & letters of recommendation online	10 Jan 2012

Submitting Your Application

We encourage students to complete their applications prior to the date when placements begin (see key dates above). The application process is technically open after placements begin, but there is less of a chance for placement if your application is submitted after placements have already begun.

NOTE: *We are the only lab that can make offers to applicants (those who have selected LBNL as 1st choice) during February. Beginning March 1, the other labs can begin making offers, so we try our best to place as many as possible in February before the placement process becomes really competitive.*

Please use the Microsoft Word template version of the application to compose your application text before going online. Once it is completed, copy and paste your final version into the actual application on Edulink. **Proofread your final version** to be sure that it is error-free and includes all pertinent information **BEFORE** you click on the "submit" button. It's a good idea to have parents, teachers and/or classmates review your essay and give you feedback on how to represent your research interests and skills effectively.

Note: ALL APPLICATIONS SUBMITTED ON EDULINK ARE FINAL! YOU CANNOT MAKE CHANGES AFTER HITTING "SUBMIT!"

Lab Selection

The CCI program is offered at all 17 national laboratories and participating at any one of them will be a great educational experience. If you are certain that LBNL is where you would like your internship, please be sure to select Lawrence Berkeley National Laboratory (LBNL) as your 1ST or only lab choice.

Educational Background

Note: There is a 2.5 minimum GPA requirement to gain acceptance into the program. When providing a list of all college courses (title and number) you have completed and their respective grades, include a **descriptive title** for each course, e.g., CHEM 140A Advanced Inorganic Chemistry (not just CHEM 140A).

Research Interests and Special Skills

We encourage you to look at the LBNL website, www.lbl.gov, to learn more about LBNL and see if there are any research projects that you would find interesting. You may view the various scientific divisions at LBNL at: http://www.lbl.gov/LBL-Programs/divisions.html. You can find an org chart for each division at LBNL here: http://www.lbl.gov/Workplace/Lab-Support/orgchart-index.html.

Reaching Out to a Researcher

If you find a researcher whose project sounds like a good match, please contact that person to see if they are interested in hosting an intern. We have found this personal interaction to be a very effective way to match interns and mentors. Have the researcher contact Colette Flood, Internship Program Manager, at clflood@lbl.gov. Feel free to email Colette with information about projects or researchers of interest, and CSEE will be happy to contact them on your behalf as well. You can get contact information for any scientist at LBNL by simply clicking "Phone Book" in the banner at the top of any page on the LBNL website.

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csee.lbl.gov

Researchers are very busy and it may take some tenacity to connect with them. We encourage you to reach out to others in the department (e.g., an administrator) who may be helpful in redirecting you to other scientists that may have projects that would be a good fit for you as well.

Initiative is a very desirable quality when considering candidates for our programs; demonstrating initiative and your passion for science is likely to make a positive impact on our scientific staff. Connecting with a scientist and discussing your passion, acumen and any collaborative opportunities via a CSEE internship is the best avenue to a successful placement. In your application, please speak to your passion for science and how it relates to some of the research we do at LBNL. This is helpful when mentors are considering applicants. ***Note: Lab experience is not required for acceptance into the program.***

Application Essay

For the application essay, please keep in mind that scientist mentors will be looking specifically for your science background and interests in research. Be sure that your essay also references the areas of research that you have identified from searching on the LBNL website. Don't list a specific person's name, but do use as much detail about your interests as possible (e.g., "I am interested in energy research" is not as strong or helpful as "I am interested in researching advanced vehicles and fuels, building more energy efficient infrastructures, semi-conductors and metals, or nanostructures.")

Letters of Recommendation

We suggest that you solicit three letters of recommendation from:

- A faculty member who can discuss the academic skills you have developed in your major that may be applicable to laboratory research
- Someone who can comment on your general professionalism and work ethic (e.g., a past employer)
- Someone who can speak about your role as a student or leader (e.g., organization advisor, counselor)

These recommendations will be used by CSEE and your potential scientist mentor to consider you for placement. Remember that potential mentors will be looking for your background and experience in science, technology, engineering, math or research.

Requesting a letter of recommendation:

- Communicate with recommenders well before the deadline, to let them know that you will need a letter by the late January application deadline, because they will most likely be difficult to contact over the semester/quarter break
- Provide recommenders with a personal statement about your research interests and why you want to participate in the program
- Include a CSEE Undergraduate flier, or a link to the CCI page on the CSEE website: http://csee.lbl.gov/Programs/CCI/index.html
- Confirm recommenders' email addresses prior to submitting application
- Follow up with recommenders frequently to ensure all recommendations are submitted by the deadline

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