



CITIZENS FOR BETTER
COMMUNITY
華人權益服務社

P.O. Box 1 Fremont, CA 94537

CBC SUMMER INTERNSHIP PROGRAM

Offering Local Chinese American Youth:

- Communication and Leadership Skills Development
- Exposure to the Legislative Process (Federal, State & Local)
- Practical Work Experience
- Opportunity to Work with Legislators to Help Our Community
- Source of Recommendation Letter for Future College and Jobs

Qualifications:

1. Chinese American, 16 years or older as of June 1, 2011
2. High school Sophomore, Junior, or Senior
3. Resident of the East Bay Tri-City Area
4. Preference given to families of CBC members
5. CBC Toastmaster Youth Leadership Program experience is a plus

Requirements:

1. Able to work 3 to 6 hours a week (total of at least 60 hours during the summer)
2. 3 to 5 month commitment (to be negotiated with legislative offices)
3. An essay describing your experience at the end of the term
4. Must attend the interview process on around 4/9/2011 (place TBD)
5. Must be able to take one Saturday (full day) training class in Fremont; date to be determined (between 5/21 to 5/28/2011). CBC will pay for the training expense.
6. Must be available to meet for orientation as well as 2 evenings during the summer for Interns' Progress Meetings
7. Reliable transportation to/from designated internship office

At the End of the Program, You Will Receive:

- \$200 Stipend or Community Service Hours
- Certificate of Completion Awarded at the Annual CBC Interns' Appreciation Luncheon
- Possible Recommendation Letter from an Elected Official

If you are interested in this program, please contact Anna T Muh, CBC Internship Chairperson, at 510-468-6666 or via e-mail at annatmuh@yahoo.com. Complete the application form (available at the CBC Web Site: www.cbcsfbay.org) and mail before 3/19/2011.



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Citizens for Better Community Internship Application

P.O. Box 1, Fremont, CA 94537

www.cbcsfbay.org

Dear Prospective Intern:

Thank you for your interest in our Summer Internship Program. *Citizens for Better Community* is pleased to offer a comprehensive program that secures local internships for high school and college students through various city and political offices throughout the San Francisco Bay Area.

Please note that the following application is for high school and college students who are at least 16 years old and interested in local internships. While the minimum preferred age is 16, exceptions may be made for students with past leadership experience.

When sending your application, please be sure to also include:

- An official transcript confirming a minimum 3.0 GPA;
- Two letters of recommendation from faculty, work supervisor or mentor;
- The attached application, fully completed;
- A one-page essay explaining what makes you a good candidate and what you hope to gain from this internship;
- Please see the accompanying flyer for additional requirements;

Note that applications must be received by ***Saturday March 19, 2011.***

Please feel free to contact me if you have any questions at 510-468-6666 or by e-mail at annatmuh@yahoo.com. We look forward to receiving your application.

Sincerely,

Anna T Muh
Internship Committee Chair



**CITIZENS FOR BETTER COMMUNITY
SUMMER INTERNSHIP PROGRAM – 2010 APPLICATION**

◆ Please **type** neatly. Mail the completed application and accompanying documents before **Saturday 3/19/2011** to:

**CBC Summer Internship Program
44927 Parkmeadow Drive
Fremont, CA 94539**

◆ **GENERAL INFORMATION**

Name

Last: _____ First: _____ Middle Initial: _____

Gender Female: _____ Male: _____

Date of Birth: _____ **Place of Birth:** _____

Driver's License (State, #): _____

Citizenship Status (Some agencies require U.S. Citizenship)

U.S. Citizen: _____ Permanent Resident: _____

Current Address

Street: _____

City: _____ State: _____ Zip: _____

Current Contact

Home Phone: _____ Email Address: _____

Cell phone: _____

◆ **EMERGENCY CONTACT INFORMATION**

Name: _____ Relationship: _____

Address: _____ Street: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email Address: _____

Cell phone: _____ CBC Member: Yes ___ No ___



◆ **EDUCATION BACKGROUND**

Current School

Name: _____

Location: _____

City: _____ State: _____

Current class year: _____ Overall GPA: _____

Expected graduation date: _____

◆ **COMMUNITY SERVICE/PAST LEADERSHIP EXPERIENCE**

Please list any past involvement in community service or leadership experience.

◆ **ADDITIONAL INFORMATION FOR PLACEMENT PURPOSES**

Please list computer/technical skills, foreign language proficiency, research skills, and any other special skills

◆ **REWARD PREFERENCE (please check one):**

Stipend: _____ Or Community Service Hours: _____

◆ **STUDENT CERTIFICATION**

- I understand that this application, plus all accompanying documents, become the property of Citizens for Better Community and will be shown to potential supervisors of my internship. I will not request that the materials be returned or transferred to other institutions or potential employers.



- I certify that the information I submitted on this application is accurate to the best of my knowledge. I also understand that I will be liable for all costs that CBC may incur as the result of any misrepresentation, omission, or willful inaccuracy that I include on this application.
- During my internship, I understand that I am responsible for any and all medical expenses that may be incurred. I am responsible either personally or through my insurance coverage.
- I understand that CBC is not responsible for the theft of, or damage to, my personal property.

Name of applicant (print): _____
 Signature: _____ Date: _____

◆ **APPLICATION CHECKLIST**

Please make a copy of the complete application for your records. Please include the following items:

- ✓ Application form
- ✓ Official transcript
- ✓ Two letters of recommendation (from faculty, work supervisor, or mentor)
- ✓ One page essay (typed) addressing what makes you a good candidate and what you hope to gain from this internship program

◆ **RECRUITMENT INFORMATION**

How did you find out about the CBC Summer Internship Program?

Newspaper: _____ CBC Website: _____
 Friend or family member: _____ Campus presentation: _____
 Flyer: _____ Other: _____

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