HPAC Timeline for Spring Interviews

January 20, 2015: Submit application for HPAC interview
(submit to Tracy Broderson in Dana 313, or electronically at tbroders@skidmore.edu)
- ✓ Application Form (www.skidmore.edu/hpac/forms.php)
- ✓ Fall transcript
- ✓ Resume
- ✓ Draft of personal statement

March 23, 2015: Additional application materials
- ✓ Letters of recommendation requested
- ✓ Resume critiqued and revised
- ✓ Personal statement critiqued and revised.

April 1, 2015: Update application and submit to Tracy Broderson
- ✓ Final draft of personal statement and resume
- ✓ Letters of recommendation (academic and health related)
- ✓ Signed handout that personal statement and resume were critiqued by Shannon
- ✓ Prepare for HPAC interview

May: HPAC interview

PERSONAL STATEMENT AND RESUME CRITIQUE

All HPAC students are required to have their personal statement and resume critiqued by career counselor, Shannon Rodriguez.

HOW TO SCHEDULE AN APPOINTMENT WITH THE CAREER DEVELOPMENT CENTER

Please call 518-580-5790 or stop by the front desk to set up your appointment. Appointments are offered in-person, over the phone, or via Skype. We kindly request that you request your appointment at least one week in advance. The Career Development Center is open from 8:30 AM-4:30 PM.

Please submit your personal statement and resume via e-mail by 8:30 AM on the day of your appointment. Microsoft Word works best for track changes and making comments. Also, please include the prompt and character limit directly in the essay. Feedback will be shared during your appointment.

Once you have met with Shannon, return this signed sheet to Tracy Broderson in Dana 313.

Student (print name): _____

Student Signature: _____

Career Development Center Signature: _____

Date: _____