

HOFSTRA UNIVERSITY
OFFICE OF EVENT MANAGEMENT AND CONFERENCE SERVICES

APPLICATION FOR SUMMER 2011 EMPLOYMENT

In order to be considered as a candidate, please submit a complete resume which must include, but is not limited to, the following information:

- X Whether or not you are eligible for Federal Work Study Program
- X Education (Major and/or Minor)
- X Expected Date of Graduation
- X Work experience
- X Related experience
- X Computer Experience / Awards / Honors
- X Co-curricular activities (please note, this section is optional)

Please submit a cover letter that includes your responses to the following questions:

- X Please review all position descriptions and include the position or positions for which you are interested in applying as well as your order of preference of each position.
- X Please explain why you are applying for a position with Conference Services. What do you hope to gain from the experience? In addition, how can Conference Services benefit from hiring you?
- X Are you able to relate your experience working with Conference Services to your major area of study or anticipated career choice? Please explain.
- X You will be required to perform manual tasks such as making beds and removing linens. What experience do you have with this type of work? How do you feel about performing manual tasks?

Lastly, please submit two letters of recommendation. The letters should come from an employer (past or present), professor, advisor, or University administrator. If there are any questions concerning the application, please contact the office at (516) 463 - 5067.

Please return the completed cover letter and resume to Student Center Room 112 as soon as possible. Resumes will be reviewed beginning **March 9, 2011**. The Last day to submit applications is **April 1, 2011**.

Thank you very much for your time.

Hofstra University is an equal opportunity employer.