TO: ALL HOFSTRA UNIVERSITY STUDENTS
RE: APPLICATION FOR SUMMER 2004 EMPLOYMENT
DUE DATE: MONDAY, MARCH 8, 2004

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

- Name
- Campus address and phone number and/or permanent address and phone number
- Whether or not you are eligible for Federal Work Study Program
- Education (Major and/or Minor)
- GPA
- Class (Freshman, Sophomore, Junior, Senior, Grad, LAW)
- Expected date of graduation
- Work experience
- Co-curricular activities (please note, this section is optional)

On a separate piece of paper, please submit your response to the following questions:

- Please rank the various positions in order beginning from most desired to least desired and explain why you feel qualified for your first choice.
- 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?
- Are you able to relate your experience working with Conference Services to your major area of study or anticipated career choice? Please explain.
- You may be required, regardless of the position you have been hired for, 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. Please do not submit letters from Resident Assistants. If you are a returning employee, you do not need letters of recommendation. If there are any questions concerning the application, please contact the office at (516) 463 - 5067.

Please return the completed resume and response to Student Center Room 112 no later than 5:00pm on Monday, March 8, 2004.

Thank you very much for your time.

Hofstra University is an equal opportunity employer.