



THE PLATINUM CLUB

APPLICATION PACKET

Submission Deadline: Friday, February 26th, 2010



THE OFFICE OF CAREER ADVANCEMENT



DO THE MATH...PREPARATION + PRACTICE = PROFESSIONAL POSITION!

Winter 2010

Dear Platinum Club Applicant:

Congratulations! You have been invited to apply for Platinum Club membership! The Platinum Club is an organization that will equip you with special-career planning advantages at the Office of Career Advancement. The Platinum Club's mission is to motivate and inspire the campus community to embrace career exploration and planning through a variety of outreach programs, mentoring relationships, and community service.

As a member you will be showcased in the *Monroe College Platinum Resume Book* which will be marketed to select business organizations and you will also be entitled to:

- A personalized career enhancement program, with a career coach, to address specific needs.
- Invitations to club events such as career fairs, seminars, workshops, luncheons, and much more.
- OCA events that focus on career-related topics.
- Upon graduation from Monroe College, a personal "Letter of Recommendation" from the Dean of Career Advancement

Attached is your application which must be completed and returned to the OCA at either campus by **February 26, 2010**. Applications received after the deadline will not be considered for Spring 2010 acceptance. Be sure to **read each part of the application carefully** before beginning the application. As always, neatness and presentation count!

For more information, visit: <http://www.monroecollege.edu/careerservices/platinumclub>. If you have any questions, feel free to stop by either OCA or call 1-888-55-MYOCA. Thank you and good luck!

Sincerely,

Valerie Martins

NR Career Counselor / Platinum Club Advisor

Rosalind Ferstenberg

BX Career Counselor / Platinum Club Advisor



THE PLATINUM CLUB

FAQ'S

What is the Platinum Club?

The Platinum Club is an organization that promotes career development to the campus community and provides its members with special career-planning advantages at the Office of Career Advancement.

What are the membership benefits?

- Your resume will be featured in the *Monroe College Platinum Resume Book* which will be marketed to select business organizations.
- You will be assigned a Career Coach to help you develop a career portfolio and personal enhancement program that will help you reach your full career potential.
- You will have the opportunity to participate in a number of Platinum Club activities, i.e. private career fairs, workshops, seminars and luncheons.
- You will receive a personal Letter of Recommendation from the Dean of Career Advancement, upon graduation from Monroe College that confirms your successful participation in the Club.

What skills will I be able to enhance?

- Communication and interpersonal skills
- Interview and negotiation techniques
- Leadership skills
- Teamwork skills
- Self-marketing and job readiness skills
- Time management skills
- Extracurricular involvement

What is my responsibility as a member and what must I do to remain in good standing as a member?

Each semester, members are expected to maintain a minimum cumulative 3.0 GPA; participate in a student, athletic or volunteer organization; revise resumes as needed; commit to participate in the 3-credit internship program prior to graduation; and promote a professional image on campus. Attendance at monthly meetings is expected of all members to maintain active status.

What is the application process?

Invited students will submit a completed application, an essay, an OCA-approved resume, and two letters of recommendation from faculty or previous employers. Applicants will also interview with the Platinum Club Selection Committee to discuss application materials and professional goals.

How will members be selected?

Membership will be based on academic standing, completion and timely submission of application, and interview.



THE OFFICE OF CAREER ADVANCEMENT

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PLATINUM CLUB APPLICATION**

Part I.

Please complete the following:

Name: _____ Student ID #: _____

Street Address: _____ Major: _____

City, State, Zip: _____ GPA: _____

Phone: () _____ - _____ Program (please circle): Associates / Bachelors / MBA

Email: _____ Expected graduation date: _____

Campus (please circle): Bronx / New Rochelle

Please describe your participation in any volunteer work, extracurricular activities, leadership experience, and/or internships:

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to membership, I understand that false or misleading information in my application or interview may result in my dismissal.	
Signature	Date



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Part II.

Please respond to **both parts** of the essay question below. Your essay must be **one typed, double-spaced page**. Handwritten essays and essays responding to only one part of the question will not be accepted.

ESSAY TOPIC (2 PARTS):

- a) The job market for this year's college graduates is inspiring heavy competition, as employers become increasingly selective amidst economic uncertainty. As a Monroe College student, what steps are you taking to become as *marketable* as possible for your chosen field upon graduation?
- b) Platinum Club members strive to motivate and inspire the Monroe student body to engage in early career exploration and develop job readiness skills (resume writing, interviewing, business communication, etc). What specific contributions do you feel you can make to the Platinum Club if chosen to be a member?

Part III.

Platinum Club acceptance requires your OCA-approved **resume**.

Part IV.

Platinum Club acceptance requires **2 professional recommendations**. Complete the "student information" section at the top of the attached recommendation forms.

Please attach all four parts of your application and submit to the OCA by February 26, 2010.

THE PLATINUM CLUB



Recommendation Form

STUDENT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment #	
City	State	ZIP	
Phone	E-mail Address:		

EVALUATOR: The person named above is applying for membership in Monroe College's Platinum Club. The Platinum Club is a student organization geared toward providing students with an enhanced personal career management experience. This applicant will be showcased in the *Monroe College Resume Book*. We are interested in your assessment of this applicant. Please complete the following sections.

How long and in what capacity do you know this applicant?

Please discuss the applicant's strengths and weaknesses. Please note any growth and/or improvements.

Please discuss how these strengths and/or improvements will enable the applicant to succeed and/or benefit from the Platinum Club.

Please rank the applicant in the areas listed below:

	Excellent	Good	Average	Below Average	Unable to Judge
Leadership					
Teamwork					
Accepts Criticism					
Organizational Skills					
Computer Skills					
Attention to Detail					
Handles Responsibility					

DISCLAIMER AND SIGNATURE

I certify that the answers contained in my evaluation are true and complete to the best of my knowledge.

Evaluator's Signature	Print Name	Title	Date
Company/Institution	Address		Phone

THE PLATINUM CLUB



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Last Name	First	M.I.	Date
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