

ELECTED POSITION

Application Instructions



Dear FCMENC Member,

We're excited to see your interest in applying for a position on the executive board of the Florida Collegiate MENC. To help you in this process, there are step by step instructions below. Good luck on your venture for office!

Sincerely,

FCMENC Executive Board, 2010-2011

Please Note:

We must have all of the indicated paper work prior to any candidate being added to the ballot so it is highly recommended that you submit prior to the conference.

Please note the following important reminders for President-elect candidates:

The position of President Elect is a three year commitment. The candidate will be serving one year in each of the following positions; president-elect, president and immediate past president. Please See Bylaws Article III. Additionally, the candidate must be at least in their second year as an FCMENC member. See Bylaws Article VII.

Application Instructions:

1. Complete page one of the packet and submit along with attachments to President-elect Jon Crane at j.crane@ufl.edu. These applications must be submitted prior to the conference. (See below)
2. Attach separate files with resume, biography, current GPA (unofficial transcript copies are acceptable) to the current President-elect, Jon Crane by January 13, 2011 at.

If you have *any* questions regarding this application or the process, please email the following FCMENC Officer:

Jon Crane: j.crane@ufl.edu

Application for Elected Position



Applicant Contact Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Home Phone: _____ Cell Phone: _____

Position(s) Applied for: _____

University Information

This information will be posted for the general assembly of our members to see to better inform their voting choices.

Current University: _____

Current University Sponsor/Advisor: _____

Current Standing (Freshmen, Sophomore, etc.): _____

Projected Graduation (choose the semester and year): Semester: _____

Year: _____

Biography & Resume

Please attach a short biography and resume. Biography should be no more than 250 words. Resume should be no more than 2 pages in length.

Questions & Contact Information

If you have any questions regarding this application or the process, please email the following FCMENC Officer: Jon Crane j.crane@ufl.edu

Resume Guideline



Personal Information

- Name
- Address
- Telephone
- E-Mail Address

Objectives

Please be short and specific

- Indicate position of interest
- Describe what you can bring to the desired position as well as to **FLORIDA COLLEGIATE MENC**

Education

Please Include the Following:

- Degree you are seeking
- University of Attendance
- GPA *ATTACH a copy of GPA with University Letterhead*

Skills

Please Include the Following:

- Indicate skills you possess that are relative to the desired position

Experiences

Please Include the Following:

- Prior Employment
- Responsibilities
- Leadership