

INSTRUCTIONS TO COMPLETE APPLICATION FOR ONLINE EVE & GENE BLACK SUMMER MEDICAL CAREER PROGRAM

(PROGRAM WILL BE CONDUCTED ONLINE ONLY, NOT IN PERSON)

PLEASE NOTE: this application must be completed in one sitting. Answers cannot be saved. LAPS recommends that before you begin, you review the sample application found on the LAPS website under Eve and Gene Black Summer Program tab and the application instructions for:

- 1. 3 essay questions**
- 2. Letter(s) of Recommendation**
- 3. Extracurricular Activities AND Honors/Awards**

If you do not find answers to your questions on our website documents, please contact: eseaman@lapedsoc.org 424-262-6590
Monday - Friday from 9 am - 6 pm

Section 1. Name and Contact Information for Applicant, Parents/Guardian and High School Counselor:

- Make sure that you can be reached at all phone numbers and emails that you list. Give additional phone numbers/emails if necessary.
- **Be sure to** set up your cell phone voicemail. Or if your voicemail box is already setup, **make sure** that your voicemail box has room to leave messages. Check your phone and email for messages, **often**. See [FAQs Section II, Question #6](#)
- **Slow responses are viewed as a lack of interest and can possibly affect your placement chances.**

Section 2. Session Selection:

- If selected to participate, you must be available for **ALL** of the session dates/times as indicated on the application.

Section 3. Essay Questions/Prompts: Info - [FAQs Section II, Question #2](#)

- It is highly recommended that you prepare your essay answers in a separate document and then copy and paste your answers into the application when you are ready to submit it.
- This section is VERY important and carefully read by reviewers.

Section 4. Letter(s) of Recommendation: Info - [FAQs Section II, Question #3](#)

- A letter may be written by any person, NOT related to you, who knows you and your character/abilities/talents
- This may be a teacher, counselor, principal, family physician, neighbor or employer/supervisor of a paying or volunteer job.
- To learn more visit: www.bestsampleresume.com/letter-of-recommendation.html
- 1 letter is **required** but you may include 1 additional letter.
- Letters may be uploaded to the application if you have a google account or emailed to ellenseaman3@gmail.com
- If emailing, please ask letter writer to email letters in PDF format with your name in the file name.
- **Any other method of sending letter of recommendation will need to be pre-authorized by LAPS Administration.**

Sections 5, 6, 7. Extracurricular Activities AND Honors/Awards: Info on [FAQs Section II, Question #4](#)

- Extracurricular Activities AND Honors/Awards can either be **uploaded** to the application if you have a google account or **copied and pasted** into the application.
- If uploaded, the information may be formatted like a resume.
- List/Include all academic and non-academic activities, talents and/or achievements, both in and out of school, school/community clubs, volunteer service and job/life experience/skills. Include skills such as bilingual/proficient in another language or musical accomplishment.
- Explain activities or honors/awards whose names do not indicate what they are and/or what they do. Coordinators need to understand the purpose/definition of organization(s) where you participate. Are there membership requirements? What is your level of involvement – member or officer? For how long?
- Do NOT send copies of any award or participation certificates.

Deadline: Monday, March 15, 2021 at midnight

- All applicants will be notified whether accepted or not **VIA EMAIL** by **Friday, April 30, 2021**
- If you have not been contacted by the notification deadline, you have NOT been accepted.