

ECONOMICS FIELD STUDY PROGRAM

University of California, Santa Cruz

*Field study credit is open only to UCSC economics, global economics, business management economics, economics combined majors or M.S. in applied economics & finance students.

*Undergraduates must have successfully completed ECON 100A, 100B, and 113.

*Field study credit is limited to juniors, seniors, and master-level students.

*Students who apply for Field Study must be in good academic standing.

Application for Field Study

For (Check One): SUMMER FALL WINTER SPRING YEAR: _____

Name: _____ Date: _____

UCSC Email Address: _____

Student ID: _____

College: _____ Current Address: _____

City/State/Zip: _____

Phone: _____

Class Level: _____

Major: _____

If you are not a U.S. citizen or a perm. resident, please state your visa status _____

Acceptance into the program will be determined by your responses to the questions on the back of this form, your resume, and your academic standing.

The Economics Field Study Program has permission to review my academic file to substantiate my preparation for field study.

***If accepted, I agree to check my UCSC email *WEEKLY*.**

Your signature

TURN OVER ⇒

Steps to Apply:

The following must be included with your application (your application will be considered incomplete if instructions are not followed):

1) Please answer the following questions on a typed page (limit 2 pages).

- A. What are your career interests?
- B. What do you hope to gain from doing a field study?
- C. What coursework do you hope to build on?
- D. What types of field study positions are you hoping to explore?

2) Attach your resume to this application.

For resume assistance, please visit the Career Center website:

<http://careers.ucsc.edu/student/resumecoverltr/index.html>

3) Please return completed applications to the Economics Department Office, Eng 2, Room 401 by the end of Week 4 of the quarter prior to your field study. Questions? Email us at econintern@ucsc.edu

Include the following in your resume:

- **Your Name:** Bold and size 11-13 font. The rest of the resume should be 11-12 font.
- **Contact Information:** Professional appropriate email, phone number, address, and LinkedIn URL (optional).
- **Education:** List the degrees(s) you are working towards, associate degrees from community colleges (if you are a transfer student), and any study abroad programs you have participated in.
- **Summary of Qualifications:** Use 3-5 bullet points to list strengths applicable to the job description (include computer or language skills in a bullet point list).
- **Relevant Coursework:** Courses you have taken that are relevant to the position you are applying for.
- **Work Experience:** Begin with your most recent work experience. You can include volunteer experience and organizations/clubs as well!

Michael Wong

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Objective: To obtain the Management Trainee Internship at Enterprise, Inc.

Summary of Qualifications

- Clean driving record, valid driver's license
 - Demonstrated leadership skills acquired through roles in various student organizations
 - Experience working directly with customers in sales and customer service
 - Computer Skills: Microsoft Word, Excel, & PowerPoint, Adobe Photoshop, PC & Mac
 - Bilingual in Spanish (reading, writing, speaking)
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Education

B.A. in Business Management Economics, emphasis in Accounting June 2016
University of California, Santa Cruz

Business Experience

- Advertising Account Assistant** Oct. 2012 – Present
City on a Hill Press, UC Santa Cruz, Santa Cruz, CA
- Managed 100+ clients and their advertising needs
 - Collaborated with graphic designers using Adobe software to develop effective advertisements
 - Raised an average of \$3,000+ in advertising revenue each month
- Sales Associate** Nov. 2013 – Sept. 2014
Sears, Capitola, CA
- Assist with shelf-stocking and organizing displays to maintain an efficient workplace
 - Managed cashier drawer to ensure accurate daily cash records
 - Answered customer's questions about products, services, and merchandise
- Small Business Consultant Intern** Summer 2012
Small Business Development Center, Chula Vista, CA
- Advised small furniture business owner on website strategy; increased site traffic by 27% in 2 months
 - Led 2 interns in small business owners orientation meetings utilizing targeted marketing strategies to outreach services offered to potential clients
 - Developed cash flow strategies and determined loan eligibility while working with clients 1-on-1
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Leadership Experience

- Vice President** Sept. 2015 – present
Delta Sigma Pi Fraternity, UC Santa Cruz
- Established a mentor program for underrepresented elementary and high school students
 - Facilitated member collaboration to offer tutoring services and personal support to students
 - Developed online server to upload and share notes and readings from all classes taken by members
- Treasurer** March 2014 – present
Accounting Club, UC Santa Cruz
- Collaborated with local businesses to establish job shadowing programs and employer contacts
 - Create and deliver PowerPoint presentations to business classes and academic departments
 - Manage club accounts of \$5,000 and create budgets for six service events per year

