

# APPLICATION CHECKLIST FOR COLLEGE STUDENTS

**A completed and signed online application form that will ask for the following:**

- Personal Information
- Health and Wellness Assessment
- Applicant Skills
- Preferences
- Program Outreach
- Previous Work/Volunteer Experience
- References:
  - You are required to submit at least (1) professional, non-relative reference (name, phone number, email address, relation)
- Short Answer Section (minimum 3-5 sentences):
  - If you could design a class that doesn't exist yet, what would it be and why? How would it change the way people see the world?
- Interview Availability
- Presidential Volunteer Service Award (PVSA) & Certificate of Recognition (Mayoral Service Recognition Program) Eligibility
- YASP Certification

## **Resume & Cover Letter**

- Your resume should showcase skills relevant to the internship, such as proficiency in tools like Microsoft Office, coding languages, or Adobe Creative Suite, as well as abilities like public speaking, research, or translation.
- Cover letter (Choose two out of the four):
  - What role do you think young adults play in driving change within their communities, and how do you see yourself contributing to that change? What change would you like to see and/or implement?
  - What is a problem you're passionate about solving in your field of study or community? How could YASP help you take steps toward making an impact?
  - Think about a time when you received constructive criticism. How did you respond, and how has it shaped your personal and/or professional growth?
  - How do you plan to balance the responsibilities of this internship with your other commitments, and what strategies will you use to stay organized and effective?

## **Most recent transcript (official or unofficial)**

- Must be emailed to [yasp@kcsny.org](mailto:yasp@kcsny.org) with the subject line:
  - [First and Last Name] 2026 YASP College Application
- Please rename your transcript file to [First and Last Name] Transcript