

Hello,

We are delighted to tell you that your application has made it past the first round in the SHIP selection process. The next step is to send in the required additional information so that you can be paired with a project and mentor. This additional information will be due in electronic form **by XXXDateXXX**, and will consist of:

1. One (1) brief resume, including name, e-mail, high school, GPA, and graduation date. (Please see http://www.nist.gov/hrmd/staffing/upload/Resume_HighSchoolSample.pdf for an example of a professional resume.)
2. One (1) copy of school transcript
3. Two (2) letters of recommendation, one of which must be from a science, engineering, or technical education teacher
4. Personal statement (maximum of **one** page) which will include:
 - a. Description of scientific areas of interest
 - b. Choice of organizational NIST Laboratory (CNST, EL, ITL, MML, NCNR, and PML) to which you would like to apply
 - c. Description of future plans after graduation from high school
 - d. If you are not from the DC metropolitan area, please indicate how you will provide for your housing and transportation during the summer.
5. Form signed by you and your parents indicating your availability for a contiguous 6-8 week period during the summer. (The form is attached to this e-mail, and can also be found at <http://www.nist.gov/hrmd/staffing/shipselection.cfm>)

Our preferred format is for items #1-5 to be sent to ship@nist.gov in a single PDF file. The subject line of the email should include your full name followed by the phrase "SHIP Packet" (e.g., John Doe SHIP Packet). However, if your school cannot combine your materials (items 1, 2, 4, and 5) with the teacher recommendations (item 3), then it is acceptable to have your teacher email your recommendation separately.

If the recommendations are sent separately, the following is required: Items 1, 2, 4, and 5 must be sent as a **single** PDF file to ship@nist.gov. Furthermore, the subject line of the email should include your full name followed by the phrase "SHIP Packet" (e.g., Jane Doe SHIP Packet). Item 3 can be either PDF or MS Word only, and must also be sent to ship@nist.gov. The subject line must contain your full name plus "SHIP recommendation" (e.g., Jane Doe SHIP recommendation). **Please note that only one letter of recommendation can be sent per email message; teachers must not recommend multiple students with the same message.**

We look forward to hearing from you!
SHIP Director