



communications

Integrated Systems

and

Texas State Technical College

Aviation Career Education (ACE)

Sponsorship Program

INSTRUCTIONS FOR COMPLETING THE ACE SPONSORSHIP APPLICATION

The Application for the L-3 Communications Aviation Career Education Sponsorship (L-3 IS ACE) consist of:

- Interest Inquiry
- Resume
- Letter of Intent
- Statement of Understanding
- Letter of Recommendation
- Attendance Record
- Copy of High School Transcript
- Copy of College Transcript, if applicable

Please complete the Interest Inquiry, Resume, Letter of Intent, Statement of Understanding and Conviction Form, and print to hardcopy. Send these along with the Letter of Recommendation, Attendance Record, and Transcript(s) to:

L-3 Communications Integrated Systems Waco
Aviation Career Education Sponsorship Program Manager (Mail Stop: 1122)
P. O. Box 154580
Waco, TX 76715-4580

Entry in ACE in the Fall Semester is contingent upon the student being unconditionally accepted into the TSTC (Waco) Aviation Maintenance Program. To meet the requirements for acceptance in the Aviation Maintenance Program, the student must have completed Reading 0200, Writing 0200 and Math 0100 or have received credit for these courses through having taken the TSTC Computerized Placement Test.

Interest Inquiry

High School Student Profile:

Name:	
High School:	
City, State:	
Current Status:	
Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/>	
Expected Graduation Month/Year:	
Cumulative GPA:	
Class Standing:	
Highest Math Class Completed:	
Highest Science Class Completed:	
High School/ Extra-curricular	
Activities:	
Contact Information:	
Street:	County:
City:	State: ZIP:
Home Phone:	Alternate Phone:
E-mail Address:	

Sample Resume

(A Resume is a one or two page summary of your education, skills, accomplishments and experience)

Name
Address
City, State ZIP
Telephone (home)
Telephone (alternate/cell)
E-mail address

OBJECTIVE: Selected to participate in the L-3 Communications Integrated Systems Aviation Career Education Sponsorship Program.

EDUCATION: Include the name of your High School and your GPA and, if known, class standing.

RELATED

COURSEWORK: Provide classes taken in High School that would be beneficial to you in pursuing a career in aviation. These could be math, science, physics, shop, etc.

SKILLS: List whatever is applicable. I.E. computer skills, blueprint reading skills, etc.

WORK

EXPERIENCE: Remember, work experience can be unpaid and for relatives.

Name of Company, City, State
Job Title
(describe job tasks, skills used and accomplishments)

VOLUNTEER

EXPERIENCE: (list most recent experience first)

Name of Company/Agency, City, State
Volunteer Title
(describe job tasks, skills used and accomplishments)

HONORS/

AWARDS: List academic, work, civic or sports

Sample Letter of Intent

Prepare a letter of intent that outlines your interest in the L-3 Communications Integrated Systems Aviation Career Education Sponsorship Program (L-3/IS ACE). The Letter of Intent should be between 300 and 400 words.

Focus on your education/work experiences, skills and qualifications as they relate to you being able to complete the L-3/IS ACE and be successful in the aviation industry.

Mention one or two specific accomplishments or strengths that demonstrate your capabilities.

Write clearly and simply.

Statement of Understanding

I understand that as an L-3 Communications Integrated Systems – Waco Aviation Career Education Sponsorship Program Intern – I must be eligible to apply for a Department of Defense security clearance if required. I also understand the minimum requirements for being eligible to apply for a security clearance are that I must:

- be a United States Citizen
- have no felony conviction
- have no adverse financial record

I further understand that if I enter the Aviation Career Education Sponsorship Program and at a later date lose my eligibility to apply for a security clearance, I must notify the Aviation Career Education Sponsorship Program Manager within 15 days of lose of eligibility.

I am eligible to apply for a Department of Defense security clearance.

Signature

Date

Print Name

Sample Letter of Recommendation

Supply a recommendation letter from a current/past employer or teacher that supports your decision to apply for the L-3 Communications Integrated Systems Aviation Career Education Sponsorship Program.

A Letter of Recommendation should highlight your education, skills, qualifications and strengths and relate how these will aid you in being successful in the aviation industry.

Signature: _____ Print Name: _____

Address: _____

Phone #: _____ Email Address: _____

