

Guidelines & Instructions for Candidates

www.apha.org/advocacy/fellowship/

Please review the following guidelines and instructions carefully before beginning your application. All materials should be sent to APHA at:

APHA Fellowship Program
American Public Health Association
800 I Street, N.W.
Washington, DC 20001

The application, including letters of recommendation and CV, must be received by **June 22, 2009**.

Applicant Profile: Provide your name and contact information.

Candidate Data: Provide your current affiliation, degrees, discipline, areas of public health specialty and areas of policy interest and a brief bio **not to exceed 200 words**.

Candidate Statement: Provide a statement about your qualifications for the fellowship and your career goals, **not to exceed two pages (1,000 words)**. The Candidate Statement must address each of the following five points:

- **Rationale:** Reasons for applying for the APHA Fellowship.
- **Qualifications:** A summary of your background and expertise – what you can bring to the fellowship.
- **Areas of Interest:** Outline the policy areas or issues that you are particularly interested in addressing in a fellowship.
- **Career Goals:** State your goals following the fellowship and into the future, and how you envision the fellowship supporting those goals.

Curriculum Vita: Provide a curriculum vita **not to exceed four pages (2,000 words)**. Use your CV to highlight your education, expertise, achievements and honors, and your publications. The CV should not repeat information included in the extracurricular section outlined below.

Extracurricular activities: In one page (500 words), provide brief examples of your activities beyond your professional role and your actions and accomplishments in those efforts. These might include activities with community groups, professional associations, advisory and editorial committees, nonprofit organizations, outreach and teaching to non-scientific audiences, etc.

References: Three recommendation letters are required. **DO NOT submit additional letters. They will not be accepted. You are responsible for ensuring that three letters are submitted by the deadline. Applications with fewer than three letters of recommendation will not be considered.**

Letters of recommendation are an essential and important component of the application. They must be from individuals who can comment on your professional competence and other qualities and interests that make you especially qualified to serve as a Fellow. Select your references carefully. It is helpful for your references to review the criteria and information on the fellowship to which you are applying in order to target comments appropriately. References should be given ample notice to write a solid recommendation on your behalf.

Recommendation letters are confidential and must be submitted directly to APHA at: **APHA Fellowship Program, 800 I Street, NW, Washington, DC 20001**.

Receipt of applications and letters of recommendation are acknowledged via email. Please do not contact the APHA staff to inquire about the status of application materials. All application materials are confidential and become the property of the APHA.



800 I Street, NW • Washington, DC 20001-3710