

How to Apply for Fellowships & Internships



Connecting students to global careers!

Paul Hutchinson
Asst. Director, Career Services
phutchin@jhsph.edu
2017 E. Monument St.
410-955-3034

Key Characteristics

Fellowships

- Paid
- Equal to entry-level positions
- Can be 1- 2 yrs.
- Exposure to many different areas of org.
- On-the-job interviewing

Internships

- Unpaid
- Working on an as needed basis
- Can range from 3-12 mo.
- May be limited to only one area
- On-the-job interviewing



How Do Students Benefit from Fellowships & Internships?

You can...

- turn theory into practice
 - Apply your classroom knowledge to the “real-world”
- develop your career
 - Explore your field of interest to see what you like & what you don't like
- gain valuable experience to help you get full-time job



Tips for Applying to Fellowships

- Start early
- Draft your personal statement
- Consult the experts
- Always keep a look out



Fellowship Application – General Picture

Every fellowship has its own application form. However, fellowship selection committees generally ask for:

- a transcript and extracurricular record
- two or more letters of recommendation
- a personal statement

For more competitive fellowships/scholarships, you may also be asked for a project proposal or plan of study or an interview.



Applications

- The application is the first element that most organizations review when candidates apply for a fellowship/internship
- Therefore, you should give careful consideration to the application and always complete it properly & thoroughly
- Consider the deadline date and send the application well in advance - WHY???
- When employers review applications as they arrive, your application will get more consideration earlier in the process instead of closer to the deadline when everyone else is sending their application



Follow the Instructions

- Most applications have explicit instructions to follow and, while these might seem futile to you, these are crucial to the organization
- Organizations are expecting to receive applications in a certain way, with proper information listed
- Some organizations throw away applications that are not in accordance with their application instructions



Selection Committees

Fellowship selection committees are looking for students who

- spend their time purposefully, creatively, and energetically, not students who do things "just to build a resume".
- Your list of activities should show that you are more than "just a bookworm," and that you have varied interests
- Positions of leadership in one or more groups or a clear commitment to a single cause or activity will add weight to your application
- Honors and awards, publications, and research offer clear evidence of your intellectual energy and talent, and will make your application stand out.



Personal Statement

The statement is a way for the organization to review your interests and to determine your motivation for applying for the fellowship/internship

The personal statement is the organization's first look at your writing skills, and should be written with excellent grammar, clarity, and spelling

Generally, personal statements include:

1. Reasons for applying
2. Qualifications
3. Areas of Interest
4. What you bring to the fellowship
5. Career goals



What are fellowship committees looking for?

Since a selection committee may read hundreds of application essays back-to-back in a short period of time, you want to be sure your statement..

- Makes sense—logically & grammatically
- Grabs their attention
- Provides substantive and relevant information



How to get started

Write down two or three experiences you feel have shaped who you are

Write down two or three significant problems you have faced and how you solved them

Then look for patterns

- what values keep popping up?
- what interests?
- what strengths and skills?



Pitfalls to avoid

- melodramatic or self-congratulatory statements
- vague, abstract ideals
- laundry lists of achievements
- jargon and specialized vocabulary
- misspelled words
- poor grammar
- convoluted syntax



How do I find an Internship?

- Information on program list-servs
- Suggestions from your faculty advisor or other faculty
- Your own contacts – develop your own idea!
- Conduct informational interviews
- Solicit your services for FREE!!!!



Important things to remember

Resume should highlight how academic training (plus relevant experience) is preparing you for this type of work

EDUCATION

Master of Health Science, GPA: 3.97/4.0

Expected May 2012

Johns Hopkins Bloomberg School of Public Health (JHSPH), Baltimore, MD

Concentration (Track): Global Disease Epidemiology and Control

Relevant Coursework (to be completed by May 2011): 3 terms of Epidemiologic Methods, 4 terms of Biostatistics, Introduction to International Health, Infectious Disease Epidemiology, Global Disease Control Programs and Policies,

Certificate in Vaccine Science and Policy

Expected May 2011

Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

Bachelor of Arts in Biology, GPA: 3.7/4.0

May 2009

Widmore College, Widmore, IL

Honors: Phi Beta Kappa, Widmore Scholar (4-year merit scholarship)



Networking – How it can help

- Calling or meeting people from the organization can increase your chances of being accepted to the fellowship/internship program

Remember most people want to hire someone with whom they are familiar

- Sometimes, networking is not WHAT you know, but...

WHO you know

- Having a strong reference is an excellent way to increase the opportunity of being accepted to a fellowship/internship program
- For example, if your advisor is well known, a call from him/her to the organization may work wonders



How to prepare for networking...

- By knowing yourself
- Questions to think about?
 - What is my career trajectory?
 - Where do I see myself headed?
 - Where did I come from?



Internship Resources

Where to find internships???

- Job websites
 - Don't wait for an internship to be posted, approach prospective employers directly
 - Identify potential employers using directories and databases, word of mouth, and inquire about possibilities for an internship

How to fund an internship???

- The funding sources for internships can vary from organization to organization
 - Some are scholarships & grants
 - Amounts can range from monthly to yearly stipends; hourly rates; per semester; or none at all
- Where can you look for \$\$\$ for an unpaid internship?
 - JHSPH Student Funding Resources
 - <http://www.jhsph.edu/SFR/faq.html>
 - Federal Government
 - <http://www.students.gov/STUGOVWebApp/Public/>



Career Services Office

Job Search Websites

NGOs, UN Agencies & Foundations

(courtesy of Charlotte Dolenz of the J. B. Great Society & Lauren Burris of the Center for Refugee and Disaster Response)

- **Action Aid**
<http://www.actionaid.org>
<http://www.actionaid.org/pages.aspx?PageID=12>
- **Agency Coordinating Afghan Relief (ACBAR)**
<http://www.acbar.org/>
http://www.acbar.org/job_search.php
- **AIDS Healthcare Foundation (AHF)**
<http://www.aidshealth.org/nh/index.html>
http://www.aidshealth.org/index.php?option=com_content&task=view&id=24&Itemid=44
- **American Red Cross**
<http://www.redcross.org>
http://www.redcross.org/jobs/0,1115,0_316_00.html
- **American Refugee Committee**
<http://www.archq.org>
<http://www.arcemployment.org/>
- **Americares**
<http://www.americares.org>
http://www.americares.org/site/c.ivIYIjN3JyE/b.1759143/k.EFEA/International_Disaster_Relief_Organization_Jobs.htm
- **Amnesty International USA**
<http://www.amnestyusa.org>
http://www.amnestyusa.org/About_Us/Employment/page.do?id=1121001&n1=2&n2=20
- **CARE**
<http://www.care.org>
<http://www.care.org/careers/index.asp>
- **Catholic Charities**
<http://www.catholiccharitiesusa.org>
<http://www.catholiccharitiesinfo.org/jobs/>
- **Catholic Relief Services**
<http://www.crs.org>
<http://www.wvi.org/wvi/wviweb.nsf/maindocs/AB93B2A6ED2599DC882573710064D412?opendocument>



Fellowship Resources

- A majority of fellowships are going to be government or foundation sponsored
- Pay attention to the unique requirements and qualifications required
- Probably a good idea to create a spreadsheet or organizational system to keep track of deadlines, etc.
- Use this list of different fellowship sites for an overview of what is out there

Full list in handout

Aetna/DSC Health Care Disparities Fellowship

Sponsoring Organization: Disparities Solution Center, Massachusetts General Hospital

Degree Requirement: post-doctoral level (PhD), post-residency level (MD/MPH), or graduate level (RN/MPH, NP, etc.)

Link: <http://www.massgeneral.org/disparitiessolutions/aetna.html>

US Citizen/Permanent Resident Required: yes

AHRQ Individual Awards for Postdoctoral Fellows

Sponsoring Organization: Agency for Healthcare Research and Quality (AHRQ)

Degree Requirement: PhD

Link: <http://grants.nih.gov/grants/guide/pa-files/PAR-06-409.html#SectionII>

US Citizen/Permanent Resident Required: yes

All ASPH Fellowships and Internships

Sponsoring Organization: Association of Schools of Public Health and other US Government Agencies

Degree Requirement: various

Link: <http://www.asph.org/document.cfm?page=752>

US Citizen/Permanent Resident Required: yes

Allan Rosenfield Global Health Fellowship Program

Sponsoring Organization: Association of Schools of Public Health / Centers for Disease Control and Prevention

Degree Requirement: MPH or PhD

Link: http://www.asph.org/document.cfm?page=751&JobProg_ID=16

US Citizen/Permanent Resident Required: yes

Applied Epidemiology Fellowship

Sponsoring Organization: Council of State and Territorial Epidemiologists

Degree Requirement: MPH

Link: <http://www.cste.org/Workforcedev/main1.htm>

US Citizen/Permanent Resident Required: yes

APHA Public Health Fellowship in Government

Sponsoring Organization: American Public Health Association

Degree Requirement: Master's + exp.

Link: <http://www.apha.org/advocacy/fellowship/>

US Citizen/Permanent Resident Required: yes

ASPH/CDC Bioterrorism Fellowship

Sponsoring Organization: Association of Schools of Public Health / Centers for Disease Control and Prevention

Degree Requirement: Graduate Degree

Link: http://www.asph.org/document.cfm?page=751&JobProg_ID=9

US Citizen/Permanent Resident Required: yes

