



How to Apply for Fellowships and Internships

*Bloomberg School of
Public Health*

Career Services

Suite E1140

Applying for fellowships/internships

Application

The application is the first element that most organizations look at when you apply for a fellowship/internship. Therefore, you should give careful consideration to the application and always fill it out properly.

Applying for fellowships/internships

Application (continued)

Deadlines

- *Consider the deadline date and send the application well in advance – Why? If individuals are reviewing applications as they arrive, your application will get more consideration early in the process as opposed to closer to the deadline when everyone else is sending their application.*

Applying for fellowships/internships

Application (continued)

Type the Application

- *A typed application looks more aesthetically pleasing and is significantly more legible. Since the application accounts for the majority of the information that the organization will have about you, it should be as neat and clear as possible.*

Note: Career Services does have a typewriter that is available for student use.

Applying for fellowships/internships

Application (continued)

Follow Instructions

- *Most applications have explicit instructions to follow. These instructions may sometimes seem futile to you, but to the organization these instructions are crucial. They are expecting to receive applications in a certain way, with the proper information listed. Some organizations throw away applications that are not in accordance with their application instructions.*

Applying for fellowships/internships

Application (continued)

Follow Instructions

- *Common Mistakes*
 - *Sending more or less references/ recommendations than asked for*
 - *Attaching a CV or resume in lieu of filling out the application*
 - *Not having transcripts sent directly from the school*
 - *Not placing recommendations in seal envelopes*
 - *Not including standardized test scores*

Applying for fellowships/internships

Personal Statement

Most organizations will generally ask for a Personal Statement (sometimes called a Goal Statement, etc). 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 first look at your writing skills and it should be written with excellent grammar, clarity and spelling.

Applying for fellowships/internships

Personal Statement (continued)

Be Concise and Clear

- *A personal/goal statement should be clear and easy to read. The organization should be able to view a synopsis of your background and a summary of where you wish to be in the future. A personal/goal statement is not the time to tell your life story, but to highlight relevant career, academic and civic accomplishments.*

Applying for fellowships/internships

Personal Statement (continued)

Don't Tell them what they can do for you

- *A personal/goal statement should convey to the organization what you bring to the table. Don't spend a great deal of time writing about what the fellowship/internship will do for you, but show how you can make a contribution to the organization and/or the field of study. The personal/goal statement is your opportunity to sell your skills and abilities – take advantage of the opportunity.*

Applying for fellowships/internships

Personal Statement (continued)

Remember to:

- *Include your future goals and relevant research interests*
- *Answer the question: 'Why you should be accepted to the fellowship/internship program'*
- *Highlight only your relevant skills and accomplishments*
- *Follow instructions with regards to the length of the personal/goal statement*

Applying for fellowships/internships

Personal Statement (continued)

Remember NOT to:

- *Include personal discriminating information (such as marital status, sexual orientation, etc), unless it is specifically asked for*
- *Use long sentences*
- *Overuse technical jargon*
- *Brag or fabricate*
- *Make mistakes with grammar and/or spelling*

Applying for fellowships/internships

Networking

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.

Applying for fellowships/internships

Networking (continued)

Having a strong reference is an excellent way to increase your 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.

Applying for fellowships/internships

If you do not meet the requirements

If you are interesting in a fellowship/internship and you do not meet the requirements, you may still want to apply. Exceptions are made in some cases. If programs allow interviews before the application deadline, you should visit and interview.

Applying for fellowships/internships

Supplemental Information

Sometimes supplemental information can increase your chances of being accepted for a fellowship/internship. Some supplemental information that you may wish to include is below:

- *Resume/CV*
- *Writing Sample (if appropriate)*
- *Publications (if appropriate)*

Internship Resources

In the Career Services Office:

International Career Employment Weekly

Several publications on internships in our [career library](#)

Program specific information (I.e. ASPH/CDC internships/fellowships, Population Fellows Programs, etc.)

On the web:

View our [eRecruiting](#) system and our [website](#) for internships/fellowships



Questions??

Contact Career Services

Suite E1140

(410) 955-3034

Careers@jhsph.edu