

**ROBERT T. MATSUI – UNIVERSITY OF CALIFORNIA
CONGRESSIONAL FELLOWS PROGRAM
Spring 2010 Application**

Instructions: Fellowship applications are due via electronic mail by 12:00pm (noon) PST on **TUESDAY, JANUARY 19TH, 2010.** A complete application has the following components:

- (1) completed data sheet, which is this cover page;
- (2) resume (not to exceed one page);
- (3) three short essay responses;
- (4) transcript;
- (5) two letters of recommendation; and
- (6) applicant's original writing sample (not to exceed more than five pages on any subject)

✓ **PART I: DATA SHEET**

(Please provide the most updated email/phone number where we can contact you)

Candidate Name:

E-mail:

Phone Number:

Permanent Address:

Home U.C. Campus:

Major/Minor:

Current Year and Expected Graduation Date:

Overall Cumulative GPA:

Do you receive financial aid?

❖ If yes, are you eligible to receive Pell Grants?

To which congressional offices or White House internships have you applied or will you apply?

Identify the three most significant leadership positions you hold/have held:

- 1.
- 2.
- 3.

Do you have foreign language skills (if so, please indicate proficiency)?

✓ **PART II: CURRENT RESUME**

- Please include a one-page resume highlighting your professional and academic accomplishments.

✓ **PART III: SHORT ANSWER QUESTIONS**

On a separate page, please answer with no more than 250 words per question:

1. In what ways do you anticipate public service being part of your post-undergraduate career?
2. What skills do you have that would make you an asset to a fast-paced congressional or White House office?
3. Describe how an internship in a congressional or White House office will enhance your career in public service.

✓ **PART IV: CURRENT TRANSCRIPT OR ONLINE GRADE PRINTOUT**

- You do not need to have an official transcript for this part of the application. An online grade printout is sufficient.

✓ **PART V: 2 LETTERS OF RECOMMENDATION**

- You may use the same letters that you used to apply to the UCDC Program, or you may submit Fellowship-specific letters.
- Please scan and email your letters and send them with your application. If you do not have copies of your recommendation letters, please request your recommender submit a pdf copy of your letter directly to: fellowship@ucdc.edu with your name in the subject line of the email.

✓ **PART VI: WRITING SAMPLE ON ANY ACADEMIC SUBJECT, NOT TO EXCEED 5 PAGES**

Questions?

Contact fellowship@ucdc.edu

or

(202) 974-6345

**Please Submit Completed Applications by
12:00 pm (Noon) PST on**

TUESDAY, JANUARY 19TH, 2010