

CPIC SUMMER FELLOWSHIP PROGRAM APPLICATION

Summer 2016

~~~ INSTRUCTIONS TO APPLICANTS ~~~

The applicant must electronically submit the materials listed below in order to be eligible for the program.

1. SUBMIT YOUR RESUME, COVER LETTER, AND STUDENT RECORD THROUGH CRIMSON CAREERS

Please submit your resume, cover letter (**candidates applying to multiple positions will need to submit multiple cover letters**) and unofficial student record to CPIC postings listed through Crimson Careers.

- In your resume, please be certain to include: previous employment, extracurricular activities, and volunteer experiences. Also integrate traditional work-related skills, such as language, computer, writing, and research. **Please limit your resume to 1 page.**
- **In 1 page or less, please send us a cover letter to each organization you apply to** highlighting your accomplishments and career interests. Be sure to include why you are applying for the position(s), your goals and expectations, and your related experience and/or skills.
- Please include your current unofficial student record from the Registrar's Office:
http://www.registrar.fas.harvard.edu/fasro/common/student_record.jsp?cat=ugrad&subcat=information

2. SUBMIT ONE LETTER OF RECOMMENDATION (VIA EMAIL)

You must submit one letters of recommendation from someone who can speak to your skills and your commitment to public service. Your recommender should submit letters of recommendation electronically to cpic.harvard@gmail.com. Recommendations sent from Gmail, Yahoo, or other personal email accounts will not be accepted unless otherwise approved. Please note that some organizations may require two letters of recommendation and we will note this wherever possible in fellowship postings. Recommendations should not come from peers or family members. Recommendations from student directors of programs are acceptable if they are co-signed by faculty or staff advisers. **Please review our guidelines for recommenders if you have any questions.**

Completed applications must be submitted through Crimson Careers by 11:59 pm on Friday, February 5, 2016 in order to receive full consideration (NOTE: positions with extended deadlines will be updated on Crimson Careers). If you receive summer funding from other sources, you must report this immediately to CPIC. Failure to do so may result in the loss of funding for your summer project.