

## Carnegie Junior Fellows Program Application Instructions for UM Students

UM students seeking nomination for the Carnegie Junior Fellows Program must submit the application form and supporting materials by the **campus deadline: November 20**.

Students must submit the following items to the Office of Prestigious Awards and Fellowships no later than 11:59 pm on the day of the UM Campus Deadline: November 20. All items may be emailed to [prestigiousawards@miami.edu](mailto:prestigiousawards@miami.edu).

- application information
  - Name, phone number, email, and address
- 1-2 page resume/CV
- An essay (personal statement) of up to two pages; double spaced. The personal statement should discuss why you are applying for this job, what you hope to learn from it, how you think your experience and working style would serve you well as a research assistant, and why you have chosen to apply for the program you are applying for.
- A writing sample of three to five pages, double spaced. This sample may be either a full-length piece that falls within the size range or an excerpt from a longer work.
  - The writing sample must be accompanied by a brief explanation of no more than half of one page explaining why the student chose that sample. The explanation is not included in the three to five page limitation noted above.
  - The writing sample can be on any topic. However, we recommend that the student choose a writing sample that is relevant to the program they are applying for, either in subject matter or style of analysis. For more information on what each Carnegie research program is working on, we recommend visiting <https://carnegieendowment.org/programs-and-projects>.
  - A works cited page is not required. However, in-text citations (either footnotes/endnotes or parenthetical) should be included with the writing sample.
- two letters of recommendation. These recommendations can come from anyone who the student feels can best speak to their abilities as a potential Gaither Junior Fellow. Junior Fellows provide essential research assistance to our senior scholars. This often requires sophisticated judgment and independent work. Recommendations will therefore be especially useful if they speak to the student's analytical and writing skills, self-discipline and maturity, and, where relevant, subject matter expertise. Recommenders should send their letters directly to [prestigiousawards@miami.edu](mailto:prestigiousawards@miami.edu).
- PDF of unofficial transcript from Canelink

\*Because the Carnegie JFP program requires institutional nomination, the application materials are due to the Office of Prestigious Awards and Fellowships well before the national deadline. Applications received after the campus deadline may not be considered for nomination.

As a potential applicant, we expect that you will be proactive in researching this award by reviewing all of the award information on the Carnegie Endowment for International Peace's website:  
<http://carnegieendowment.org/about/jr-fellows>.

Shortly after the campus deadline, the University's nominating committee will examine the materials submitted and qualified applicants and select nominees based on the materials received. By submitting an application by the campus deadline, you agree to complete and submit the final application if nominated.

**NOTE: If you would like to receive feedback on your application, you must send your materials to the Office of Prestigious Awards and Fellowships ([prestigiousawards@miami.edu](mailto:prestigiousawards@miami.edu)) at least two weeks prior to the campus deadline.**

If you have questions or would like to obtain the application packet, please contact [prestigiousawards@miami.edu](mailto:prestigiousawards@miami.edu).