



## APPLICATION FORM

Class of 2011

### The Congressional Fellowships on Women and Public Policy

*The program is open to applicants who are currently enrolled in, or have recently completed, a graduate program leading to a degree.*

The Women's Research & Education Institute (WREI) offers a fellowship program that places current or recent graduate students in the Washington, D.C. offices of Members of Congress and on House and Senate staffs. WREI Fellows work a minimum of 40 hours per week from January through August as legislative aides on public policy issues. Following a mandatory two-week orientation to Capitol Hill in January, Fellows meet once a week at issue seminars with women's advocates, activists, Congressional staff, researchers, and lobbyists. WREI expects to award at least six Fellowships for 2011 depending on funding.

Over the years, WREI Fellowships have been made possible by Wyeth, the Communications Workers of America, Johnson & Johnson, the Altria Group, the Rapoport Family Foundation, AMGEN, the ILGWU/21st Century Fund, General Mills, Avon, Betta, Emily and Martha Ehrenfeld, and many others.

WREI Fellows receive a stipend of approximately \$1,450 per month. An additional sum of up to \$500 is provided for the purchase of health insurance with submission of a bill from a provider. WREI will also reimburse Fellows up to a maximum of \$1,500 (\$750 per semester) for the cost of tuition at their home institutions. Please note that WREI will **not** cover non-degree courses in Washington, DC, student fees, books, or non-tuition expenses. WREI is **not** responsible for funding transportation to and from Washington or for finding lodgings for students. It is up to the Fellow to make all arrangements for satisfying her institution's academic requirements.

#### PURPOSE

The program is designed to:

- Develop a cadre of talented women experienced in public policymaking at the national level;
- Encourage more effective participation by women policy formation at all levels of government;
- Examine how policies affect women and men differently and encourage the formulation of policy options that recognize the needs of all people;
- Promote activities that encourage the translation of research into policy;
- Raise awareness that national and international issues concerning women are interdependent;
- Increase understanding that those issues often defined as "women's issues" are, in fact, "human issues" of equal importance to men and women.

## PROGRAM

*Orientation and placement:* An intensive two-week orientation program for all Fellows begins in early January 2011 in Washington, DC. Attendance at orientation is required for all Fellows with **no** exceptions. Following orientation, Fellows interview for House and Senate assignments. Fellows are generally placed in their Hill offices by late January; they work through August 2011. Weekly required meetings will continue through the course of the program. Fellows are granted a one-week vacation that can be taken at any time with approval of the Congressional office and notification to WREI.

## ELIGIBILITY

**Only students who are currently enrolled in a master's, doctoral, or professional degree program at an accredited institution in the United States or who have completed such a program within the past 18 months are eligible.**

WREI **strongly recommends** that applicants have completed at least nine hours of graduate coursework *before* applying, and have a demonstrated interest in research or political activity relevant to women's social and political status. Competition often includes lawyers, doctors, MBAs, and Ph.D candidates with extensive professional and volunteer experience. To examine the credentials and Fellowship work of previous WREI Fellows, go to <http://www.wrei.org/FellowsProfiles.htm>.

## SELECTION CRITERIA

Fellows are selected on the basis of academic competence as well as demonstrated interest in the public policy process. They are expected to be articulate and adaptable, and to have strong writing skills. Applicants with a variety of traditional and nontraditional academic backgrounds will be considered.

*WREI seeks diversity in its fellowship program and welcomes qualified applicants of any age, gender, race, religion, sexual orientation, experience, and academic field.*

## APPLICATION DEADLINE

Applications must be received at WREI no later than May 21, 2010 via regular mail or by email to [wrei@wrei.org](mailto:wrei@wrei.org). Faxed applications will not be considered. The most heavily weighted part of the application is a 1,500-word autobiographical essay demonstrating interest, experience, and writing ability. Applicants must also present transcripts of previous academic work (college and graduate level) and three letters of reference sent directly to WREI. Semi-finalists will be interviewed in June, July, and August. Awards will be announced by early September.

*Send original application and supporting materials to:*

**Congressional Fellowship Program  
Women's Research & Education Institute (WREI)  
1828 L Street, NW, Suite 801  
Washington, DC 20036**

**WREI WILL NOT ACCEPT FAXED APPLICATIONS OR CONSIDER ANY APPLICATION THAT  
ARRIVES LATER THAN FRIDAY, MAY 21, 2010.**

The Congressional Fellowships on Women and Public Policy  
2011 APPLICATION FORM  
Deadline: May 21, 2010

**SECTION I**

**Name:**

(Last)

(First)

(Middle)

**Mailing Address:**

(Street)

(City)

(State)

(Zip Code)

**Home Address: (If different from above)**

(Street)

(City)

(State)

(Zip Code)

**Telephone:**

(Day)

(Evening)

E-mail address

**OPTIONAL**

**Race/National Origin**

American Indian or  
Alaskan Native

Asian American or Pacific  
Islander

Black

Hispanic

White

Other

Birth date:

Month

Day

Year

## SECTION II - Current Academic Program

Institution:

Field of Specialization:

Degree Status:

(Expected) Date of Graduation                  and Degree:

Department:

## SECTION III - References

List three individuals whom you have asked to provide references for this fellowship application. Please **do not** submit all academic references. Letters of support from employers or organizations where you have volunteered are highly valued. **The individuals serving as your references should mail letters directly to WREI.** Emailed recommendations followed by hard copies are accepted.

1.

(Name)

(Title)

(Address)

2.

(Name)

(Title)

(Address)

3.

(Name)

(Title)

(Address)

**SECTION IV - Previous Academic Record**  
**(Please attach a copy of your most recent resume)**

*Please list chronologically, with most recent institution first.*

Institution	Dates Attended	Major	Degree(s) Received
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**SECTION V - Employment, Volunteer Work, and Civic Activities**

*List most recent activity first. If space is insufficient, attach a separate listing.*

A. Organization Name	Type of Work	Dates of Activity
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**SECTION VI - Demonstration of Competence and Interest**

Please attach an autobiographical essay of no more than 1,500 words that tells about yourself and how you got where you are today. The essay should also be responsive to the following points:

- What experiences led to your interest in women's rights?
- What areas of legislation and/or political action are you most interested in?
- How would this fellowship affect your long-term personal and professional goals?

**SECTION VII**

Append a list of papers/reports you have worked on or conferences/presentations you have organized concerning governmental, organization, or business policies affecting women. **DO NOT INCLUDE THE PAPERS THEMSELVES.**

## **SECTION VIII - Working in the Congressional Environment**

The U. S. Senate and House of Representatives are rewarding but stressful places to work. Offices are crowded, deadlines are tight, egos are large, staff is territorial, and hours can be long. Please indicate in one paragraph the skills, maturity, and flexibility you offer to cope with such challenges.

## **SECTION IX - Special Circumstances - Optional**

Beyond the formal record of your academic and employment history, you may append a statement of not more than one page to indicate special and unusual skills, interests, or experiences that you consider important in the evaluation of your qualifications for this fellowship. This could include obstacles you've overcome, family situations, special needs, etc.

As the May deadline approaches, we will notify you by email that (1) your application has been received and (2) what materials are missing from your application.

**APPLICATIONS, SUPPORTING MATERIALS, AND OFFICIAL TRANSCRIPTS SHOULD BE MAILED TO:**

**Congressional Fellowship Program  
Women's Research & Education Institute (WREI)  
1828 L Street, NW, Suite 801  
Washington, DC 20036**

**OR E-MAILED TO: [wrei@wrei.org](mailto:wrei@wrei.org)**