

Completing the Application

Crafting the Resume

Writing the Personal Statement

THE RESUME

A well-crafted resume is critical. If you are accepted, the program will forward it to prospective host agencies in order to match you with an internship. Therefore, your resume should reflect what you would like a host organization to know about you. Please use the sample format provided to highlight your education, work experience, relevant overseas experience, professional and computer skills, and any languages you speak.

THE APPLICATION

Personal Data

It is very important that we be able to reach you, both during and after the application process. This information is for contact use only.

Education

List all post-secondary schools attended, including community colleges and professional schools. Send official copies of all transcripts. They may be sent to us either directly from the institution or from you in an official sealed envelope.

Dates of Availability

Internships are generally 10-12 weeks in duration, running roughly May 15 through August 11. If you are accepted, you will receive information about your placement site by early May, attend a required two-week group orientation at the University of Michigan later that month, and begin your placement shortly thereafter.

Languages

You do not need to speak a language other than English to become an intern. However, some host agencies may be able to utilize speakers of French, Spanish, Portuguese, Arabic, or local languages. List any languages you have studied and indicate your level of ability.

Publications, Fellowships, etc.

Please include all relevant information, including any that will give us insight into your initiative, interests, and abilities.

Foreign Experience

Experience living or working outside the U.S. is not required; however, any experience you have had will help program staff evaluate your application.

Work Experience

Please include relevant volunteer work as well as all paid professional work.

RECOMMENDATIONS

We request that you seek two recommendations, using the forms provided with the application package. One should be from your current or most recent employer, and one should be from a professor or instructor within your major area of study. Personal references attesting to your character are not required for the application, and will not be used in evaluating your application. Recommendations should be mailed directly by the writer or included in a sealed envelope, signed by the writer on the sealed flap.

THE PERSONAL STATEMENT

The personal statement is a challenging, yet critical, part of the application. Program staff look for the following:

- What it is that you find compelling about the field of international population/family planning/ reproductive health;
- What elements of your background make this field of particular interest to you;
- Why you are seeking an internship/what you think this internship can give you that you cannot get elsewhere;
- How this internship fits into your career goals;
- What particular value you believe there is, if any, to including more minority professionals in this field.

The statement should be no longer than two pages.

DEADLINES AND NOTIFICATION

The deadline for receipt of completed applications is February 1, and candidates are notified of their acceptance status in mid-March.

The University of Michigan Population Fellows Programs

MSI Initiative Summer Internship Application Form

HBCU · HSI · TCU

Please print or type

1. PERSONAL DATA

Name: _____
(Last) (First) (Middle)

Current Address: _____
(Street) (City) (State) (Zip +4)

Valid Until: _____ E-mail address: _____

Permanent Address: _____
(Street) (City) (State) (Zip +4)

Telephone (Current): _____ Telephone (Permanent): _____

(Optional) Race/ethnicity:

- Asian American Native American
 Black/African American Multiracial
 Caucasian Other (please specify) _____
 Hispanic (Latino/Latina, Mexican-American, Puerto Rican, not of European descent)

To be eligible, you must be a citizen or a permanent resident of the United States.

Are you a U.S. citizen or permanent resident?

Yes No

2. EDUCATION

Beginning with the most recent, list all periods of undergraduate education. Have an official transcript sent directly to our offices from each institution. Order your official transcripts early to ensure it reaches us before the deadline. It should include your grades from fall semester.

Institution	Major	From	To

Undergraduate Major: _____

Anticipated Graduate Date: _____
(Month/Year)

The end of my school year is: _____
(Date/Month)

The internship will run roughly May 15 through August 11. Are you available during this period? Yes No

If not, during which dates are you available? _____
(Day/Month – Day/Month)

Do you have plans to attend graduate school? Yes No

If you checked “yes” for graduate school plans, please list the schools and specific programs or departments to which you have applied or plan to apply. If you have applied, indicate the status of your application in the “status” column: (accepted, not accepted, not yet notified). If you have not yet applied, please indicate you have not yet applied in the “status” column.

Institution	Department or Program	Status

3. LANGUAGES

List and, using the scale below, assess your skill for language(s) known or studied.

Language	Years studied in high school	Years studied in college	Skill Level (see scale below)	
			spoken	written
English				

Scale:

1= Elementary proficiency

3= Minimum professional proficiency

5= Native or bilingual proficiency

2= Limited proficiency

4= Full professional proficiency

4. FOREIGN EXPERIENCES

Please list each country, the precise period of stay and purpose, e.g. travel, study, armed forces, living with parents/relatives.

Country	Month/Year – Month/Year	Purpose (vacation, study, family visit, etc.)

5. RESUME

Please attach a current resume, using the sample format. Please include all jobs and internships. List special skills, such as web design, database development, media production, or other skills. Include publications, fellowships, honors, extracurricular activities, etc., at your discretion. If you are selected, these skills may help us in making a placement match. For references, please list three people who know you professionally or academically.

One should be your current or most recent employer;

One should be a professor or instructor within your major area of study; and

The third can be any other person under whom you have worked or studied.

6. PERSONAL STATEMENT

Please submit a personal statement of no more than two (2) typewritten pages, which clearly conveys the following:

- what is it that you find compelling about the field of international population/family planning/reproductive health;
- what elements of your background make this field of particular interest to you;
- why you are seeking an internship/what you think this internship can give you that you cannot get elsewhere;
- how this internship fits into your career goals;
- what particular value you believe there is, if any, to including more minority professionals in this field.

Your personal statement should be more than just a restatement of your resume; it is your chance to express your personal convictions about the field of population, family planning, and reproductive health, as well as the value of the “minority perspective” to this field.

7. RECOMMENDATIONS

Please solicit recommendations from two of the three people listed on your resume as references. If possible, the academic recommendations should come from someone teaching in the department of your major and the second from someone who has recently supervised you in a paid job or an unpaid volunteer work experience. We reserve the right to contact any of your recommenders for additional information. Your recommenders should type or word-process the letter on letterhead, seal the documents in an envelope, and sign the envelope on the sealed flap. The sealed envelope may be returned to you or mailed directly to us at the address below. Please inform your recommenders that failure to provide both the completed form and a letter that specifically addresses our questions will put you at a significant disadvantage.

8. STATEMENT BY THE APPLICANT

I affirm that the foregoing statements are true and correct. In the event I am awarded an internship: (a) I agree to keep the Population Fellows Programs informed of my whereabouts and progress during the internship, and to prepare the required reports regarding my experience as an intern; (b) I understand that in case I fail to maintain a satisfactory record, or in case my conduct is considered prejudicial to the best interests of the Population Fellows Programs, my award will be withdrawn.

Signature of applicant Date

CHECKLIST:

- Completed, signed application
- Official transcripts from every post-secondary school
- Personal Statement
- Resume
- Two completed reference forms; one academic and one professional

NOTE: All materials do not have to be sent in one package. Letters of reference should be sent directly by the writer or included in a sealed envelope, signed by the writer on the sealed flap. Transcripts should be ordered no earlier than the end of the Fall semester or end of December, and should include final grades for Fall semester coursework. If you anticipate a delay in your school’s sending us your official transcript, you may attach a student copy of your transcript with a memo from your Registrar explaining why the official transcript may be delayed. Awards will be held pending receipt of official transcripts.

APPLICATION DEADLINE: All materials must be received by February 1.

MAIL TO:

The University of Michigan
Population Fellows Programs
MSI Initiatives (please specify HBCU, HSI, or TCU)
1214 South University, 2nd Floor
ANN ARBOR MI 48104-2548

QUESTIONS?

Phone: 734.763.9456
FAX: 734.647.0643
E-Mail: msi.pop@umich.edu

**The University of Michigan Population Fellows Programs
MSI Initiative Summer Undergraduate Internship Reference Form
HBCU · HSI · TCU**

RECOMMENDATION FORM

APPLICANT: PLEASE COMPLETE THIS SECTION BEFORE SUBMITTING TO YOUR RECOMMENDER

Name of applicant: _____

Recommendation Requested From: _____
(Name) (Title)

(Institution) (Department)

(Address) (City, State, Zip)

(Phone) (Fax) (E-mail)

THIS SECTION TO BE COMPLETED BY THE RECOMMENDER

This reference is prepared with the understanding that my identity as the author of these comments will [] or will not [] be held in confidence.

PART I

	Exceptional (95 th - 100 th %)	Very Good (80 th - 94 th %)	Good (65 th - 79 th %)	Average (50 th - 64 th %)	Fair to Poor (< 50 th %)	Inadequate Opportunity to Observe
a. General knowledge						
b. Ability to express thoughts in spoken English						
c. Ability to express thoughts in written English						
d. Emotional stability and maturity						
e. Self reliance and independence						
f. Ability to make sound judgments						
g. Potential for future growth						
h. Interpersonal skills						
i. Dependability						

(over)

If English is the applicant's second language and you are able to evaluate the applicant's ability in his or her native language, please complete the following section:

j. Ability to express thoughts in spoken (specify)						
k. Ability to express thoughts in written (specify)						

PART II

This internship is designed to provide experience working in the field of international family planning, reproductive health, and population-environment, and will consist of working as an administrative intern in either an overseas agency, or in a U.S.-based agency working on international population programming.

To succeed in the internship, the candidate must be able to work with minimal supervision, and with a culturally and economically diverse group of people. To successfully enter this field at a professional level, one must complete at least a master's degree.

Please attach a letter that indicates:

1. How long and in what capacity you know the applicant? Based on this knowledge, how would you describe the applicant's suitability for and potential to perform well in this internship and to go on to do graduate work?
2. How would you compare the applicant's ability and competence with other individuals whom you have known at similar stages in their education and/or career?
3. What do you know of the applicant's interest in the field of international population and development?

Please type or word-process your letter on letterhead. Please sign and seal the letter in an envelope, and sign the envelope on the sealed flap. You may return the sealed envelope to the applicant or mail it directly to us at the address below.

Failure to specifically address these questions in your letter will put your candidate at a significant disadvantage.

Please do not hesitate to call us if you have any questions about our programs, the internship, or the recommendation form. To find out more about our programs, please visit our web site: www/sph.umich.edu/pfps/

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(over)

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