



INSTRUCTIONS FOR QUESTIONS 1-10

The following questions should be answered in a single multi-page document, comprised of a new page or pages for each question. Your name and question number should appear in the upper right hand corner of each page. Do not include the questions with your answers. Even though you are answering ten questions, you will upload only one document.

1. PROFESSIONAL AND EDUCATIONAL COMBINED SUMMARY

On a separate sheet of paper, under the heading “Professional/Educational Summary”, please provide a chronological listing of every position you have held, beginning with the most recent. Include dates, employers and/or schools attended. Account for all periods of unemployment. Please limit your response to one page; details can be furnished in response to later questions.

Example:

11/98 to present Senior VP, Acme, Inc.
9/96 to 11/98 Sales Director, Acme, Inc.
6/96 to 9/96 Unemployed/Job Search
8/94 to 6/96 MBA student, Big Univ.
6/94 to 8/94 Service Project in Peru
9/90 to 6/94 Student, Small College

2. EDUCATIONAL BACKGROUND

On a separate sheet of paper, type the heading “Educational Background” and include the following information:

- 1) Under the heading “School Attended” list all schools attended with degree or diploma earned, name of school, location, and dates attended.
- 2) Under the heading “Activities” list all of the major extracurricular activities in which you participated. Briefly explain each one and list the level of your participation, including any offices held, and the length of your membership. List major awards or recognitions received.

3. PROFESSIONAL EXPERIENCE

On a separate sheet of paper, type the heading “Professional Experience” and provide details about your employment history. Begin with your current position and account for all periods of employment and unemployment. Do not substitute a resume. You may use as many sheets of paper as required. Employer’s contact information not necessary for jobs held over seven (7) years ago. Use the following as a guide:

Dates of employment

Exact job title

Employer

Employer’s address and phone number

Nature of the business

Number of workers you supervised

For your current position, please provide a brief narrative description of the work you performed, not to exceed 200 words. You may also describe previous work accomplishments, but do not exceed 100 words for each description.

4. VOLUNTARY ACTIVITIES

On a separate sheet of paper, type the heading “Voluntary Activities” and list the major civic and social activities (not related to your job) in which you have participated. Use the following as a guide:

Name of organization

City and State

Purpose or objective of the organization

Size of organization

Your level of participation

Dates of your participation

Awards or recognition you received

5. PROFESSIONAL ACTIVITIES

On a separate sheet of paper, type the heading “Professional Activities” and list the major business and professional activities in which you have participated.

Use the following as a guide:

Name of the organization

City and State

Purpose or objective of the organization

Size of organization

Your level of participation

Dates of your participation

Awards or recognitions you received

6. MOST SIGNIFICANT PROFESSIONAL ACHIEVEMENT

On a separate sheet of paper, type the heading “Professional Achievement” and describe what you consider to be your most significant contribution within your professional field. Please limit your narrative to 200 words.

7. MOST SIGNIFICANT COMMUNITY SERVICE CONTRIBUTION

On a separate sheet of paper, type the heading “Community Service Contribution” and describe what you consider to be your most significant contribution to your community. Please limit your narrative to 200 words.

8. MEMORANDUM FOR THE PRESIDENT

On a separate sheet of paper, type the heading “Memorandum for the President” and write a memorandum for the President making a specific policy proposal. Explain why you think it is important, what issues it raises, and why you think the President should support your proposal. Please limit your memo to 500 words.

9. LIFETIME GOALS

On a separate sheet of paper, type the heading “Lifetime Goals” and describe your life’s ambition, what you hope to accomplish or achieve, and what position you hope to attain. Please limit your narrative to 300 words.

10. WHY I WANT TO BE A WHITE HOUSE FELLOW

On a separate sheet of paper, type the heading “Why I Want to Be a White House Fellow” and describe your motivation for applying for this fellowship, what you consider to be your major strengths and qualifications for the program, and what benefits you feel are likely to result from your participation. Please limit your narrative to 300 words.

LETTERS OF RECOMMENDATION

Please reproduce the Candidate Evaluation form that is part of this application and give it to a minimum of 3 and a maximum of 5 people who know you well. Recommenders should have a direct knowledge of your qualifications and character. At least one of your recommenders should have professional competence in your field, at least one should have knowledge of your major community or civic activities, at least one should have knowledge of your business or professional accomplishments, and at least one should be your current supervisor, if applicable.

Letters of recommendation must be submitted by mail. Use of an express mail service is strongly urged. Each recommender should seal the letter in an envelope, sign his or her name across the seal, and mail it to:

THE PRESIDENT’S COMMISSION ON WHITE HOUSE FELLOWSHIPS

c/o Sheila Coates

1900 E Street, NW, Room B431

Washington, DC 20415

Phone for express mail: (202) 606-2575

Letters of recommendation must be postmarked by February 1, 2009 to be eligible for consideration